

MARCH 2025 updated by Chris Panero, with input from Carol Orton and Katherine Linnemann.

PROGRAMS VICE-PRESIDENT

NOTE : Refer also to the document « Programs VP DEI equity lens final draft »

Job Description

Work with the Program Planning Committee* to plan and facilitate programs for the general meetings. Two members often share this position as it is beneficial to divide up the work and also generate more ideas for a variety of programs.

Responsibilities:

1. Attend all Board meetings.
2. Plan and chair branch program meetings (general meetings):
 - At the beginning of the summer, meet with the President and outgoing (if any) Program chair for orientation and plans for the upcoming year.
 - Call an open branch meeting in the summer to brainstorm ideas for a wide variety of speakers. Confer with the board as necessary to plan the programs for the year. Consider programs based upon interests of our members as well as focus areas suggested by AAUW-National.
 - Plan the September Event in time for the Triad deadline of August 15. In the last decade or so, the September Event has focused on Tech Trek and is planned with input from the Tech Trek chair.
 - Supervise the planning and arrangements of all general (branch) meetings. Most in-person meetings are at a public library. For in-person meetings, work with the Hospitality committee.
 - Programs presented via Zoom offer opportunities to engage speakers from out of the area, thus expanding the available pool of speakers.
 - **Coordinate dates:**
 - Review dates with the chairs and board for special events: September Event, AAUW Fund Dinner/Annual Meeting, Installation, etc.
 - Review the Branch calendar with Board to avoid conflicts with AAUW or community events or with national or religious holidays.

The Petaluma branch has some good guidelines:

 - *“Avoid meeting [during] the following major religious observances: Easter, Passover, Rosh Hashanah (two days), Yom Kippur, Hanukkah, Christmas or major holidays of the significant religious or ethnic groups within the relevant geographic area of the branch. All Jewish holidays begin at sundown of the previous day. This policy is in accordance with AAUW’s Diversity policy #600.”*
 - General meetings are usually held in September, October, November, January, February, March (or April, depending on the date of the AAUW Fund Dinner/Annual Meeting), and May (optional). NOTE that only four meetings are required.
 - Coordinate publicity for programs with the Triad. Nancy Oliver often makes flyers as well. (We also have a Facebook account.)
3. After a general meeting:

- Write and submit a brief article for the Triad. If you prefer, you can indicate the points you want covered and Micki Carter, the Triad editor, will write the article for you. She likes it when you send a photo too. Photos must be large format and sent separately (so they don't embed in email text)
 - Send thank you notes to the speakers, as appropriate. An emailed thank you is fine.
4. Back up the President:
 - In the absence of the Presidents, preside at general meetings and carry out the duties of the President.
 - Assume the Presidency in case of a vacancy in that office.
 5. Arrange for gift for the outgoing President in time for Installation. In the past, the gift was usually a pewter Past President's Pin for a first year of a president's term and a silver or pewter chain for the second year, which can be purchased from the Napa branch. Consider asking the President if she'd like the pin/chain (some don't and would prefer dinner out). For subsequent terms (or even first terms) consider a gift certificate for dinner out.
 6. Maintain a notebook that includes your End of year report and any other useful materials.

Member of: Board (Executive Committee)

Chair of: Summer brainstorming meeting. Consult as needed with President and board.

Deadlines:

1. Monthly Triad deadline (15th of preceding month)
2. Deadlines for event publicity (above)
3. End-of-year report
4. Order Past President's gift for Installation

SEE SPREADSHEET FOR MORE HISTORY

History:

9/9/2023	Joint mtg with San Mateo Branch. September Event with Mid-Pen+San Mateo Tech Trekkers and a TT alum, pick up directories. Redwood Shores Library
10/14/2023	With SM branch. Speaker Amika Guillaume, principal of the East Palo Alto Academy, a public charter school, discussed diversity, equity, social justice, and inclusion in our schools.
11/4/2023	With SM branch. Janice Matre, Hope House Program Manager, as well as two current residents spoke about their programs and goals.
Dec-Jan	Neighborhood Holiday Parties, no speaker
2/13/2024	With SM branch February 13 1:30pm social time, speaker at 2pm, meeting on Climate Change; Elaine Salinger, Co-Leader of the SM County Chapter of the Citizens' Climate Lobby. Veterans Memorial Senior Center, 1455 Madison, Redwood City.
3/9/2024	Hosted by SMateo Branch. Prof Danielle Powell, Communications Dept at Skyline College. Head of Women's Mentoring and Leadership Academy at Skyline. Alumna of AAUW's NCCWSL (National Conference of College Women Student Leaders). Learn how her valuable program meshes with AAUW's focus on women student leaders.
4/13/2024	AAUW Fund speaker on US health care systems. Ahu Sumbas, PhD, Assoc Prof of Political Science+Gender Studies at Hacettepe Uni (Turkey). Currently Visiting Assoc Researcher at UCLA.
4/25/2024	Brown bag park day, birthday cake for Branch 70th birthday

5/18/2024 Installation lunch, Named Gift presentation. Arranged by event chairs (Nancy Oliver, Cathy Chowenhill, Carole Farina) and President, not Programs VP

July 24, 2024 Brainstorming meeting for 2024-25 programs (also brainstorming for fundraisers?)

Sep 14, 2024 Meet Tech Trek girls, Veterans' Memorial Senior Center in RWC

Oct. 5, 2024 Gayle Hardt, League of Women Voters. pros and cons of 2024 ballot measures. General Meeting, VMSC in RWC.

Nov 2, 2024 Sarah La Torra, interim director of the Redwood City Public Library. A video talk by Dr. Jennifer Wolf of Stanford University focused on book censorship. Also Lisa Blanchard, founder and executive director of The Grateful Garment Project. Redwood Shores Library.

Dec-Jan Neighborhood Holiday Parties, no speaker

Jan 11 2025 Gun storage safety. Marni Rubin, a co-lead for the Be SMART program of the Peninsula chapter of Moms Demand Action. VMSC in RW

Feb 8 2025 Teri Nagel, local initiatives on climate change. Skyway Center

Mar 8, 2025 Bill Eisenberg on DEI erosion and its impact on children's literature. Skyway Center

Apr 5, 2025, via Zoom. AAUW Fund speaker, Essence Wilson. Mid-Pen Branch Annual Meeting and election of 2025-2026 officers + Named Gift

May 2025 Installation Luncheon