

AAUW Indiana President

Overview of position: develop, implement, and oversee all AAUW activities in Indiana; conduct the business of AAUW in Indiana; and serve as the primary AAUW liaison to Indiana, National, and external communities.

Overall responsibilities:

- Convene an Indiana board of directors to plan, implement, and monitor AAUW activities in Indiana;
- Communicate with your board your vision for AAUW Indiana, commitment, and board expectations;
- Working with your board, evaluate previous AAUW Indiana efforts and develop an Indiana strategic plan (annual goals) that supports AAUW's current priorities;
- Support board officers in carrying out the strategic plan and achieving its measurable goals and objectives, including but not limited to membership recruitment and retention, program, public policy and the Voter Education Campaign, diversity, AAUW Funds initiatives, and leadership development;
- Encourage collaboration and teamwork, link membership development and all programming, and weave diversity into all that you do;
- Participate on Indiana coalitions that advance AAUW's mission;
- Carry out AAUW business through your Indiana board, Indiana conventions, and the national convention, in accordance with Indiana and National bylaws;
- Serve as AAUW's Indiana spokesperson internally and externally;
- Review and monitor AAUW Indiana's fiscal health and sign off on expenditures as appropriate.

Specific responsibilities to Indiana branches: establish a communications schedule with branch presidents. Regular contact helps ensure local efforts are consistent with AAUW's mission and goals. Share successful branch programs among branches.

Specific responsibilities to National: encourage the Indiana board and branches to support national initiatives and programs. Keep National informed of activities in Indiana. Support AAUW's leadership development efforts by nominating members in Indiana for national leadership positions.

Specific Leadership skills helpful to the position: planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, public speaking, orientation training, consensus building, intercultural sensitivity and understanding, dealing with the media, and fundraising.

Time commitments: along with the time necessary to accomplish the above responsibilities, attend AAUW Indiana board meetings, AAUW Indiana conventions, and the AAUW National Convention.