

AAUW Indiana Director of Public Policy

Overview of position: advocate for AAUW's federal, Indiana and local (e.g., school boards) public policy priorities and lead AAUW Voter Education Campaign in Indiana. Represent AAUW's public policy priorities to elected and appointed officials, AAUW members, the public, and the media.

Overall responsibilities:

- Assemble and convene a public policy committee to plan and implement Indiana-wide public policy action and to provide training and resources to branch public policy chairs, other Indiana leaders, and members;
- Evaluate previous public policy efforts and develop a public policy action plan with measurable goals and objectives;
- Work with other AAUW Indiana officers and committees to integrate public policy and the Voter Education Campaign with AAUW Indiana's strategic plan and other AAUW Indiana priorities including membership, diversity, program, leadership, and visibility;
- Identify individuals in each congressional district within Indiana to assume the responsibility of making appointments to meet and speak with local members of Congress, whether over the phone, in person, or via email, in order to discuss AAUW federal public policy priority issues;
- Spearhead and join Indiana-wide coalition to work on AAUW public policy priorities;
- Develop and oversee the public policy and Voter Education Campaign budgets for AAUW Indiana State University.

Specific responsibilities to Indiana: you should make a point to attend AAUW Indiana board meetings. Attendance at AAUW Indiana's conventions is required and attendance at the AAU national convention is strongly encouraged. Make regular contributions to AAUW Indiana's newsletter in order to keep members updated on AAUW's federal advocacy. Use AAUW press releases and Action Network as source material.

Specific responsibilities to Indiana branches: in addition to providing branch public policy chairs with job description sheets, you are responsible for making sure branch chairs are familiar with all of AAUW's resources for advocates. Also, encourage and support branches in building local coalitions and promoting AAUW's public policy agenda and Voter Education Campaign efforts. Maintain regular contact with your branch public policy chairs.

Specific responsibilities to National: disseminate information received from the National Public Policy Committee and staff on federal legislation, public policy initiatives, and the Voter Education Campaign to the AAUW Indiana board, branches, and members. Keep National updated on branch and Indiana public policy and Voter Education Campaign activities in Indiana.

Find and take positions on Indiana and local issues: AAUW Indiana and branches may take positions on issues that are not current public policy priorities at the federal level, provided that these issues or positions are not in conflict with AAUW's public policy principles. Before using the name of AAUW or taking a position on an issue, consult the following documents from the Public Policy Department: current Public Policy program and AAUW Position Papers, both available online on the AAUW website.

Available resources: *Legal Guidelines for Voter Education, Use of Name and Logo Policy, Policy on Candidates for Public Office, Guidelines for Candidates for Public Office*, AAUW website.