



**American Association of University Women
Lake/Sumter (FL) Branch**

PROGRAMS

AUTHORITY

Branch Bylaws
Article XIII. Election of Officers, Section 1

“All elected directors...[including]...Membership Director...”

GENERAL

- Attend Executive Committee, Board of Directors, and General Meetings
- Submit reports, as needed, to Dropbox designee in preparation for Board meetings
- Become familiar with the branch bylaws, strategic plan, and the Board position descriptions
- Submit a Continuity Report (“end of year report”) prior to the May Board meeting

TASKS, TIMELINES, AND TIPS

July-August

Budget

- Consult with Co-Finance Directors/Treasurers regarding budget, cost variables such as unique venues, the pros/cons of purchasing a projector vs. renting (projector \$45 and screen \$45) and the like.
- Present recommended budget to Board/Co-Presidents
- Adhere to final programs’ budget.

Programs

- Finalize the monthly programming topics and speaker options.
- Note: every effort should be made to select speakers that do not charge a speaker fee and/or that do not ask for direct donations. Any fees or direct donations need to be presented to the Board for feedback and approval prior to making any formal commitments. Thank-you gifts, especially those branded with our logo, are appropriate.
- Recruit and confirm speakers

- Coordinate with the person organizing the Membership Handbook and provide all necessary details for each monthly program that will be printed in the Handbook. In some cases, it may be impossible to confirm certain details, such as the holiday luncheon, or the monthly speaker. It is acceptable to use TBD in the Handbook.

September

Facilities

- For any pre-paid events, such as the holiday party, establish a committee to help organize all details. This includes any entertainment, special guests, etc. Collect/give monies to Treasurer. Be sure to book early as venues fill up fast.

March-May

Facilities

- Review and sign The Villages Facilities Permit annually. Usually the prior Director has completed this step due to Villages-driven deadlines. Be aware of meeting dates that may need to change, especially if it falls on a holiday or meeting dates that need to be cancelled if being held at another venue (such as the December holiday party or our May meeting) and the cancellation deadline.
- Notify The Villages for any updated contact information, including Permit Holder (One of the Programs Co-Director needs to be the Holder), Person responsible for paying the monthly invoices (One of the Finance Co-Director needs to be the Payer). Usually, the prior Programs Co-Director will make these updates due to the Villages deadlines.
- Collaborate with the Finance Co-Directors to ensure they understand the payment process, especially to avoid late fees/no show charges.

May-July

Facilities

- Review the final Strategic Plan, especially the Programs Committee sections to ensure that topics closely aligned to our strategic objectives initiatives and support our strategic vision
- Build a list of potential topics and associated resources (e.g., where to get speakers on specific topics) for General Meetings.
- Encourage members to support the planning and implementation e.g., volunteer to be program's host, leverage relationships to help recruit a speaker, join the special event committee (such as the holiday party), volunteer to be the speaker/presenter e.g., members who are also with the League of Women Voters often volunteer to be a speaker.
- Brief the Co-Presidents on the final program topics and recommended months. Make any needed adjustments and gain approval.

On-going

Board Participation

- Attend Executive Committee, Board of Directors, and General Meetings
- Prepare monthly committee report for the Board Meeting and send to Dropbox designee
- Review all committee reports in Dropbox prior to Board Meetings
- Participate in monthly Board Meetings
- Be a trusted advisor and advocate to the Board and its Committees

Programs

- Compose and conduct feedback surveys at the end of each program or as appropriate.
- Analyze the data for improvements, recommendations, new ideas, and the like
- Collaborate with Membership and Co-Presidents to communicate the results of the surveys as “first step” in their volunteerism journey.

Speaker Management

- Establish open communications with the speaker at the onset
- Determine guidelines for their presentation and timing, how they'd want to handle Q&A, AV/Multimedia, needs, etc.
- Obtain speaker's background for introductions, promotions in newsletter and or media, etc.
- Write scripts for introductions, closing remarks, etc.
- Present speaker with thank you gift
- Conduct appropriate follow up.

Internal and External Promotions

- Write and submit a summary of the next meeting and preview of future meetings for the monthly newsletter. Include photos, graphics, etc.
- Coordinate with Communications Chair for articles/mentions in multiple new media outlets
- Coordinate with whomever is our website administrator to share information, photos, etc.

Fundraising Committee Collaboration

- Use the topics and resources list to work collaboratively with the Fundraising Committee to plan at least one new learning opportunity to be implemented as a fundraiser for members and non-members,