



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

DIRECTOR OF PUBLIC POLICY

AUTHORITY

Branch Bylaws
Article XII. Duties of Officers
Section 3

“The...directors...shall perform such duties as the president and board shall direct.”

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 & TIMELINE

Monthly

- Review National AAUW publications related to public policy
 - Select items to summarize for the branch membership
 - Write an article for the monthly branch newsletter to inform the membership of the issues and AAUW’s position on them
- Attend AAUW-FL Branch Public Policy Directors meetings via Zoom

Fall

- Connect with AAUW-FL Public Policy Chair to learn state priorities and plans

Winter

- Organize and coordinate branch participation in Lobby Days
 - Send out information on training for Lobby Days
 - Attend Lobby Days and report back to membership as needed

Spring

- Connect with AAUW-FL Public Policy Committee to learn what bills will be considered when the Legislature convenes

TIPS

- Become acquainted with National AAUW and AAUW-FL Public Policy agendas
- Review the past year's minutes to become familiar with Board function and information