

South District Director (Appointed)

Term: Two years or until a replacement is selected

Time: Approximately four hours per month, more during conventions

Overall Responsibility: Facilitate inter-branch, state-to-branch, and branch-to-state communication and collaboration

Responsibilities:

- Prepare an annual report regarding District activities and submit it to the State president and membership and present the report at the annual convention district meeting
- Organize a District meeting to take place at the State convention and at the summer conference
- Submit articles/information for publication in the *Oregon News* according to the directions of the AAUW Oregon communications vice president
- Remind branches of deadlines for their input to the *Oregon News* articles
- Visit each branch in the District at least once during the two-year term
- Consult with predecessor for insights
- Present the needs and concerns of the District at State board of directors' meetings
- Request newsletters from each branch
- Encourage members within the District to attend state meetings
- Participate in the state budget process
- Recommend branch leaders to the nominating committee for State positions
- Serve on the State annual meeting site committee
- Ensure a transfer of organized files and give an orientation to the next District director
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws

Qualifications:

- Knowledge of AAUW's mission, goals and policies
- Familiarity with AAUW of Oregon technology tools
- Knowledge of state organizational documents (bylaws, policies, goals)
- Willingness to travel to meetings
- Organizational and communication skills