VOLUNTEER POSITION DESCRIPTION FOR STATE PRESIDENT

“AARP believes that volunteer service is a unique and valuable contribution which benefits both the volunteer and society...”

What is the State President and Executive Council?

The State President leads the Executive Council. The Executive Council works with staff and volunteers to establish strategic goals and objectives on a local level consistent with AARP’s national strategic framework. The Executive Council is not a Board of Directors. AARP has a separate group of national volunteers that serve as the Board of Directors that set policy.

Who is on the Executive Council?

In addition to the State President, the Executive Council consists of the State Director and at least three Executive Council Members chosen in collaboration with the State President.

Position Function

In partnership with the State Director and in collaboration with other appropriate volunteers and staff, the State President positions AARP in the state to achieve the AARP vision, mission, and strategic priorities. The State President will be governed by the policies and procedures of the Association.

Responsibilities

- Serves as the principal AARP volunteer spokesperson in the state, communicating AARP messages statewide
- Maintains a positive working relationship and partnership with the State Director
- In partnership with the State Director provides vision and leadership to AARP activities
- Chairs the state Executive Council
- In partnership with the State Director and the Executive Council, develops the framework for state strategic planning and coordination of AARP activities
- Develops a strong working knowledge of the state demographics, organizational structures, political environment and key players
- In partnership with the State Director builds networks and community partnerships across the state with other organizations and key decision makers to further AARP goals
- Seeks input for planning from AARP volunteers and external organizations
- Interprets and communicates AARP policy
- Demonstrates a commitment to engage diverse populations in all activities in the state
- Assists in recruitment of other volunteers
- Appoints volunteers
• Conducts annual progress reviews based on an established work plan for Executive Council leadership volunteers
• Informs Regional Volunteer Director of activities on a regular basis

Qualifications

• AARP membership required
• Committed to the goals and priorities of AARP
• Demonstrated strategic thinking and planning abilities
• Leadership and team building ability
• Ability to engage and work well with diverse populations
• Strong interpersonal skills—understanding of group dynamics and skill in facilitating groups
• Excellent oral and written communication skills
• Human Resource Management Skills—interviewing, selection, coaching, and conflict management

Term of Service

Two years, with option by supervisor to renew twice, not to exceed six years.

How much time does being State President require?

The duties of the State President require a significant on-going time commitment. Week to week there can be a wide variation in the amount of time a State President spends with AARP, based on workflow and the interest and new opportunities they (in partnership with the State Director) identify. However, a State President must effectively partner with staff, serve as a spokesperson for AARP, chair Executive Council meetings, lead and support AARP volunteers and network with policy makers and partners. Additional opportunities for the State President include representing Massachusetts at national meetings and conferences, as well as representing AARP on various statewide taskforces and commissions. The President also attends AARP events across the state to speak, provide support, and interact with members and the 50+ population generally. The active involvement of the state president is vital to the success of AARP in Massachusetts.

Training Required

Orientation to AARP — Staff will orient the New State President. Additionally, throughout the year, the State President will have the opportunity for additional training, including a national orientation.

Travel Required

Travel as necessary throughout the state, or to meetings or trainings out of state. AARP will provide volunteer travel accident insurance and commercial general liability insurance while performing volunteer responsibilities. Travel expenses will be reimbursed in accordance with existing AARP policies.