

Position Description: AAUW Funds Chair, Amador County Branch, AAUW

Overview of the position: Promote the various AAUW Funds.

Overall responsibilities: The AAUW Funds mission is to provide educational opportunities and equity for women and girls through research, and to support AAUW fellowships and grants programs. This includes promoting awareness of the goal of achieving equity for women in higher education and the workplace. The Funds Chair oversees appropriate activities in the branch and the community to support this mission.

- Serve on the Branch Leadership Committee as a voting member and other committees as assigned.
- Ensure that the Branch budget reflects established Funds contributions to AAUW State and National.
- Coordinate with Branch Finance Chair to submit all branch and individual contributions and associated paperwork including, but not limited to, AAUW Funds assessments, AAUW Funds individual donations, and annual branch donations to AAUW National.
- Convene a committee of AAUW Leadership Committee members and/or past Funds named honorees to determine the new gift honoree (s). Submit this name to AAUW CA in a timely manner.
- Inform Branch officers and membership via the Gold Filings, Branch website and board meetings of the various grants, fellowships and LAF legal cases that are supported by AAUW Funds.
- Review and update AAUW Amador Funds section of the Branch website as necessary.
- Provide a written report of your activities to the Leadership Committee at the end of the fiscal year.
- Provide an orientation for your successor, including updating the Branch AAUW Funds timeline.

Specific responsibilities to the AAUW State: Maintain regular contact with State Funds.

Specific responsibilities to AAUW National: Coordinate with Branch Treasurer to adhere to Foundation contribution deadlines, fiscal management policies, and charitable tax laws.

Revised 4/14/22