

Appointed Position Description: Fundraising Committee Amador County Branch, AAUW

Overview of position: Assist branch by generating ideas and organizing fundraising events.

Overall responsibilities:

- Develop a fundraising action plan, making adaptations to meet branch needs, strengths and resources. Choose meeting sites and make necessary arrangements with site contact personnel. Recruit branch members to lead and/or assist with fundraisers.
- Work in concert with the Finance Chair, Hospitality Chair, Public Relations Chair, Newsletter Editor, Website Editor and, as appropriate, Program Committee to get out the word about activities.
- Take advantage of AAUW state and national program resources and share that information with the branch board and membership.
- Provide input into the annual Branch budget development to insure adequate/realistic funding for fundraising events.
- Submit a written report to the Leadership Committee at the end of the fiscal year.
- Provide an orientation for your successor.

Available Resources: Past branch fundraising committee members, Other branch newsletters, *CA Board to Board, California Connection,, Leadership Tool Kit, Diversity Tool Kit*, and AAUW websites www.aauw.org and www.aauw-ca.org.

Board Approved 4/14/22