



AAUW Branch VP Position Description

The Branch Fund Chair oversees efforts to maximize impact of strategic philanthropic development and donor stewardship to ensure sustainability of AAUW's programs.

Responsibilities of each member of the branch board

- Take an active and collaborative role in leading the branch to plan and implement AAUW activities.
- Align branch activities with state and national AAUW priorities.
- Actively recruit new members and engage existing members in activities.

Specific responsibilities of the Branch Fund Chair

Responsibilities to your branch

- Be knowledgeable of the AAUW national fundraising and scholarship policies and ensure the branch complies with AAUW national policies and IRS regulations.
- Be knowledgeable about AAUW programs to promote fundraising efforts to meet goals.
- Honoring donor intent, inspire members to underwrite AAUW and its programs through undesignated and designated gifts.
- Ensure member donations are submitted in a timely manner.
- Work with other branch officers and committees to integrate fundraising with other priorities
- Participate in AAUW fundraising trainings such as webinars/workshops or opportunities provided by other professional outlets.
- Celebrate successful fundraising and its impact by thanking and recognizing donors through branch publications, at branch meetings and personal thank-you.
- Review AAUW Quarterly branch donation reports and report any discrepancies to the state Fund Chair.

Responsibilities to AAUW National

- Be familiar with and adhere to all AAUW fundraising and scholarship policies, AAUW Bylaws, and IRS regulations. Help members understand the vital relationship between AAUW programs and donor funding. Dialogue with AAUW about concerns or questions raised related to fundraising efforts or disbursement. Submit donations in a timely manner via AAUW Contribution Report Form. Share successful fundraising ideas.
- Lead by example, be an AAUW donor.

Responsibilities to AAUW California

- Celebrate successful fundraising and its impact.
- Share successful fundraising ideas.

Leadership skills helpful to the position

- Experience in planning and goal setting, communications, marketing, team building, consensus building, formal or informal fundraising, and leadership development is helpful to the position.

Time commitments

- Approximate time required for this position is 2-5 hours per month. Attendance at state conventions and the AAUW National convention is encouraged.