



AAUW Fund Branch Vice President Description

The branch AAUW Fund vice president 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 Vice President

Responsibilities to your branch

- Be knowledgeable of the AAUW national fundraising 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.
- Honor donor intent and inspire members to underwrite AAUW and its programs through AAUW Greatest Needs Fund (9110), Education and Training Fund (4450), Economic Security Fund (4449) and Leadership Fund (4452).
- 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 training such as webinar/workshops or opportunities provided by others.
- Celebrate successful fundraising and its impact by thanking and recognizing donors through branch publications, at branch meetings and personal thank-you notes..
- Review AAUW Quarterly branch donation reports and report any discrepancies to the state AAUW Fund Chair.

Responsibilities to AAUW National

- Be familiar with and adhere to all AAUW fundraising 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 are helpful to the position.

Time commitments

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