

AAUW COLORADO SPRINGS BRANCH POSITION DESCRIPTION

Position: AAUW Funds Chair

Reports To: Treasurer **Term Limit:** 2 years

Volunteer Status: Appointed **Board Voting Rights:** Yes **Signature Authority:** No

Date of Branch Board Approval of Volunteer Position Description: July, 2020

Position Overview:

The branch AAUW Funds Chair oversees efforts to maximize the impact of strategic philanthropic development and donor stewardship to ensure sustainability of AAUW program at local, state and national level.

Responsibilities and Duties of Branch Funds Chair

- Be knowledgeable of the AAUW national fundraising and scholarship policies (AAUW Policies 501, 502, and 600) and ensure the branch complies with AAUW national policies and IRS regulations
- Be knowledgeable about AAUW programs that can help meet fundraising goals
- Honoring donor intent, inspire members to underwrite AAUW and its programs through (preferably undesignated) 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 fundraising trainings such as AAUW webinars, AAUW 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 with personal thank-you's
- Review AAUW quarterly branch donation reports coordinating with the Treasurer, Scholarship Chair and the Fundraising Chair(s)
- Provide copy of past Fundraising report to incoming Funds Chair and any other pertinent documents to ensure good continuity from officer to officer.

Responsibilities to AAUW

- 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 member concerns or questions related to fundraising efforts or disbursement
- Submit donations in a timely manner using the AAUW Contribution Report Form
- Lead by example: Be an AAUW donor

Responsibilities to State AAUW

- 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 two to five hours per month. Attendance at state conventions is encouraged.