



AAUW West Harris County Branch

Position: ASSISTANT VICE-PRESIDENT for AAUW FUNDS

General Duties of Vice President of AAUW Funds: (Branch Bylaws Article VI, Section 2, Part d)

The Assistant Vice-President of AAUW Funds is an elective administrative position. The member in this position works with the Vice-President for AAUW Funds to oversee fundraising efforts that support AAUW's national programs.

This position is in preparation for becoming Vice President of AAUW Funds the following year.

Term of Office:

One year as part of a two-year commitment. (First year as Assistant VP of AAUW Funds and second year as the Vice-President of AAUW Funds.)

Responsibilities to West Harris County Branch:

- Serve on the Board of Directors and attend Branch board meetings.
- Be knowledgeable about various AAUW programs and funds under AAUW Funds and inform branch members of the purposes of AAUW Funds and the vital relationship between AAUW programs and donor funding at branch meetings, in newsletters, and through fundraisers.
- Adhere to the AAUW national fundraising and scholarship policies, AAUW Bylaws, WHC Branch bylaws and ensure the branch complies with AAUW national policies and IRS regulations.
- Be knowledgeable about current procedures for submission of donations to national AAUW and honor donor intent for a particular program but also encourage undesignated support to AAUW Funds where most needed.
- Provide clear directions to members about current procedures for making donations online or by check and ensure WHC branch is given credit for all donations by branch members.
- Establish and maintain a separate branch AAUW Funds bank account.
- Participate in fundraising training such as AAUW webinars, AAUW workshops, or opportunities provided by professional outlets.
- Celebrate successful fundraising and its impact by thanking and recognizing donors through branch publications, at branch meetings, and with personal thank-you notes.
- Evaluate previous fundraising efforts and identify opportunities for growth.
- Form a fundraising committee to plan and implement fundraising efforts.
- Plan no more than two fundraising activities per year. Set an annual fundraising goal with board approval.

Responsibilities to AAUW Texas:

- Review AAUW quarterly branch donation reports and report any discrepancies to the state funds chair.
- Participate in AAUW Texas Funds Conference calls and access resources.
- Celebrate and share successful fundraising efforts.

Responsibilities to AAUW National:

- Access resources on national website
- Communicate with AAUW national about member concerns or questions related to fundraising efforts or disbursement.

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 in this position.

Other officers and members with whom this position interacts and how:

- Work with other branch offices and committees to integrate fundraising with other priorities.

Timeline of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.