

AAUW OF OREGON

AAUW FUNDS CHAIR POSITION DESCRIPTION

Position summary:

The state AAUW Funds chair encourages financial support for the AAUW mission and national strategic plan through donations, advises branches on fundraising policies and remittance procedures, and promotes, supports and encourages state and branch fundraising activities on behalf of AAUW Funds.

Please keep a record of your activities during the year and upgrade this description as needed.

Leadership skills: A good understanding of each of the AAUW Funds and their purpose; basic computer skills are needed, especially with a spread sheet; some familiarity with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Zoom and email; communications in person and in writing, fundraising, record keeping, mentoring and public speaking.

Major duties:

- Serve on the AAUW of Oregon Board of Directors; attend all state meetings.
- Keep current with and conversant about all facets of AAUW Funds.
- Adhere to AAUW Fundraising Policy 501, contributions deadlines, fiscal management policies and charitable tax laws.
- Serve as a resource for members, branches, and the state board regarding AAUW Funds.
- Receive state quarterly reports from national AAUW (PDF and Excel).
- Organize the data and disseminate as appropriate to each branch.
- Keep track of and send cards to recipients of Memorial and Tribute gifts, as requested by a donation of \$25.
- Submit articles to the state newsletter to encourage giving and to share current fundraising information.
- Annually solicit fundraising reports from branch Funds chairs and submit a report to state.
- Prepare and disseminate annual Funds recognition to members and branches in select categories (refer to prior Funds dinner programs).
- Notify branches of the number of Branch Named Honorees they may choose, based on their donation total; make a list of all Branch Honorees for the state annual meeting/awards program.
- Keep the list current for Century Club (\$100 per year) members and years, including any national donor categories; there is a file box with this information.
- Assist the state program vice president and the state event coordinator in planning for state meetings as requested, such as a fundraising event or a dinner speaker.
- Perform all other duties usually pertaining to this office or those requested by the executive committee or the board of directors.

Time commitment:

- Time is required for quarterly reports, news articles and state board meetings, as scheduled.
- Ongoing responsibilities are replying to branch emails and sending notes to recipients of Named Gifts.
- The busiest times of year are the December holiday season and spring, when branches do the bulk of their fundraising.

- The greatest time requirement is in March and April, preparing for the state annual meeting: coordinate data to determine awards; request, receive and write reports; compile and prepare the printed Funds program and other handouts; and tend to any fundraising effort planned for the event.

Resources: Consult with past Funds chairs, especially your immediate predecessor, and utilize her files, both printed and electronic (USB drive). Refer to AAUW of Oregon Bylaws and Policies; AAUW of Oregon directory and the website (aauw-or.aauw.net; password is oregonaauw), and the national AAUW website (aauw.org). .

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