

# **AAUW Crystal Lake Area (IL) Branch**

## **Job Description – Branch Funds Director**

**TERM:** Appointed position for a one-year term

**OVERALL DUTY:** Oversees branch contribution to the AAUW National Funds and to local scholarship funds.

**BOARD MEETINGS (as scheduled):** Required to attend.

### **DUTIES AT LOCAL LEVEL:**

- ❖ Be knowledgeable of the AAUW national fundraising and scholarship policies and ensure branch complies with national policies and IRS regulations.
- ❖ Be knowledgeable of AAUW programs that can help meet fundraising goals.
- ❖ Work with other branch officers and committees to integrate fundraising with other priorities.
- ❖ Conduct fundraisers to benefit national AAUW, and continued work with local branch projects, such as scholarships.
- ❖ Send all reports to National, in a timely manner. Keep records of donations.
- ❖ Submit donations in a timely manner using AAUW Contribution Report Form.
- ❖ Communicate with branch members concerning progress on fund-raising goals.

### **DUTIES AT STATE LEVEL:**

- ❖ Submit reports in a timely manner.
- ❖ Share successful fundraising ideas.

### **DUTIES AT NATIONAL LEVEL:**

- ❖ Submit any reports, adhering to all policies, bylaws, and IRS regulations.

Revised: September 2023