

AAUW Texas Board Position

Description of Duties

Position Title: AAUW Funds Vice President

Position Overview: Promote the AAUW Funds mission, research, and programs and oversee AAUW fundraising activity in Texas.

Leadership Skills Required and Helpful to the Position

- Must be a current member in good standing with an AAUW TX local branch, AAUW TX and AAUW National

Branch Specific Responsibilities:

- Support branch AAUW Funds program and fundraising efforts through training, encouragement, regular communication and recognize branches for significant contributions.
- Inform branch AAUW Funds chairs and/or finance officers of requirements for maintaining the tax deductible status of contributions.

State Specific Responsibilities:

- As part of the AAUW Texas strategic plan, help develop a state AAUW Funds action plan with measurable goals and objectives. The plan should support branch and AAUW Texas fundraising efforts as well as recognize branches for significant contributions.
- Maintain state copies of contribution reports.
- Provide State Board & Branches current lists of AAUW fellows within Texas.
- Work with the Program Vice President and state convention local arrangements chair to develop AAUW Funds events for state conventions and conferences.
- Serve as a member of the Program Committee.

National Responsibilities:

- Adhere to National contribution deadlines, fiscal management policies, and charitable tax laws.
- Disseminate National research and other program information to AAUW Texas board, branches, and community.