

## AAUW BALLWIN-CHESTERFIELD JOB DESCRIPTION

### **AAUW FUND DIRECTOR**

#### General:

Each leadership position constitutes a two-year term

Each leader shall check AAUW email daily and respond promptly

Each leader shall attend board and branch meetings as needed

#### Specific:

Develop a committee to promote all aspects of the AAUW Fund

Promote and oversee growth of AAUW's mission through a fundraising plan with goals and measurable outcomes.

Understand all facets of AAUW Fund philanthropic programs, fund names and numbers

Disseminate AAUW research, current information, AAUW Fellows and grant recipients' updates, and other program information to the board and branches at  
branch meetings and in the newsletter

#### boarding

Submit all contributions generated by AAUW branch fund raising and received from individuals to the national office in a timely manner

Promote the AAUW Missouri Century Club and Century Club Plus to individual members

Monitor Fund budget and prepare Fund budget for the coming year

Prepare end-of-year report

Monitor incoming Fund chair(s)

Revised 2018