

**AAUW  
HEALDSBURG BRANCH  
JOB DESCRIPTION  
Updated May 2017**

*All board members are expected to do the following:*

*Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolutions to president at least 48 hours prior to meetings. Communicate with president regarding branch issues.*

**BOARD POSITION: Fundraising Coordinator**

*Oversees and coordinates all branch efforts to raise funds.*

- Generates or acquires and evaluates new fundraising ideas.
- Sits on the Board and serves as a liaison between the fundraising projects (Homes Tour, AAUW Forum, Tech Trek, Direct Donations) and the Board.
- Works with Treasurer to insure all fundraising activities are compliant with federal/state regulations.
- Presents financial tracking of projects to the Board.
- Insures that chairs of various fundraising projects keep web site current.
- Insures that branch members are kept apprised of fundraising projects through articles in branch newsletter and email communications.
- Communicates on a regular basis with the chairs of each fundraising project; and serves as ex-officio member of each fundraising project
- Initiates annual direct donations campaign to membership.
- Acknowledges all donations made to Healdsburg AAUW Fund.