

**AAUW
HEALDSBURG BRANCH
FUNDRAISING JOB DESCRIPTION
Reviewed January 2018**

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.