

**AAUW
HEALDSBURG BRANCH
FUNDRAISING DIRECTOR
Reviewed August 13, 2020**

All board members are expected to:

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

BOARD POSITION: Fundraising Director

Oversees and coordinates branch activities to raise funds.

- Generates or acquires and evaluates fundraising ideas
- Sits on the Board and serves as liaison between the Board and fundraising projects, i.e., Homes Tour, Forum, and Tech Trek
- Serves as ex-officio member of committees for fundraising projects
- Reports to Board on goals, progress, and issues for each fundraising project
- Is responsible for Annual Membership Appeal for Donations
- Acknowledges member donations made to Healdsburg AAUW Fund
- Provides fundraising information necessary to keep website current