

AAUW HEALDSBURG BRANCH
FUNDRAISING
JOB DESCRIPTION

Updated March 2025

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.
- Work with the nominating committee to identify their replacement when their term ends.

Responsibilities

- Manages activities to raise money for AAUW Fund.
- Sits on the Board and serves as liaison between the Board and fundraising project leaders.
- 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 mailing to members for donations to AAUW Fund.
- Maintains Membership donation records.
- Acknowledges member donations made to Healdsburg AAUW Fund.
- Provides fundraising information as requested for the website.