

Position Description: Legal Advocacy Vice President, Amador County Branch, AAUW

Overview of the position: Promote and increase awareness of the AAUW Legal Advocacy Fund (LAF) goal of achieving equity for women in higher education.

Overall responsibilities:

- Serve on the branch board of directors as a voting member and other committees as assigned.
- Inform branch officers of the LAF legal cases, and other program efforts, and encourage them to support these efforts.
- Educate the branch membership about LAF accomplishments.
- Submit, in a timely manner all LAF contributions received from individuals and/or raised through branch events and other initiatives.
- Ensure that the branch budget reflects LAF Priorities.
- Make a written report of your activities to the board at end of the fiscal year.
- Provide an orientation for your successor.

Specific responsibilities to the state AAUW: Maintain regular contact with state LAF chair.

Specific responsibilities to the national Association: Adhere to LAF contribution deadlines, fiscal management policies, and charitable tax laws. Disseminate information on LAF legal cases, and other program information to your branch members.

Available resources: *Legal Advocacy Contribution Guidelines, AAUW Legal Advocacy Fund: Public Education Initiatives, AAUW Legal Advocacy Fund: Fact Sheet, LAF Tool Kit*, the State LAF Chair and AAUW websites <www.aauw.org> and <www.aauw-ca.org>.

Approved 2003