

**Position Description: EF Chair Vice President, Amador County Branch, AAUW**

**Overview of the position:** Promote the AAUW Education Foundation's mission, research, and programs and oversee Foundation fundraising activity in the branch.

**Overall responsibilities:** Promote the AAUW Education Foundation's mission, research, and programs and oversee Foundation activity in the branch and community.

- Serve on the branch board of directors as a voting member and other committees as assigned.
- Inform branch officers of the Foundation research and program efforts and encourage them to support these efforts.
- Submit, in a timely manner, all Foundation contributions received from individuals and raised through branch events and other initiatives.
- Ensure that the branch budget reflects Foundation Priorities.
- Organize the EF luncheon to honor the scholarship recipients at the May annual meeting.
- 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 EF chair.

**Specific responsibilities to the national Association:** Adhere to Foundation contribution deadlines, fiscal management policies, and charitable tax laws. Disseminate Foundation research and other program information to your branch members.

**Available resources:** AAUW Educational Foundation Board of Directors and staff; state EF chair; Foundation research and related action materials; 5-star materials; directory of fellowship, grant and award recipients; *Branching Out*, *EF Chair Tool Kit*, *Leader Tool Kit*, *Diversity Tool Kit* and AAUW websites <[www.aauw.org](http://www.aauw.org)> and <[www.aauw-ca.org](http://www.aauw-ca.org)>.

*Approved 2003*