

AAUW FUNDS Director

This position encourages the financial support of AAUW in areas most important to individual Ann Arbor members, traditionally education, advocacy and leadership.

- Chair a meeting to determine the allocation of Used Book Sale funds (following the procedures outlined in Financial Policies) and present the committee's disbursement recommendation for Board approval preferably at the November but no later than the December Board meeting.
- Work with the Finance Treasurer to disburse scholarship funds as approved by the Board. Complete the Contribution Report Form (CRF) and send it with branch and individual contributions to AAUW as received.
- Maintain current staff contact information at each local college/university to facilitate receipt of annual scholarship recipient contact information. Local AAUW scholarship awards include those from the University of Michigan (UM) Mary E. Markley Endowment, UM Center for the Education of Women (CEW+) and AAUW endowments from Eastern Michigan University (EMU) and Washtenaw Community College (WCC).
- Solicit nominations for Named Gift Honorees and conduct selection of honorees at the disbursement meeting. Prepare biographies and certificates for the honorees for their presentation to the membership at the winter and spring celebration luncheons. Be responsible for permanent Branch Honoree crystal vase from EMU to be presented with flowers to each honoree for their personal use until the following honoree luncheon.
- At winter and spring luncheon encourage and present information regarding importance of financial support for the national AAUW organization. As a follow-up after winter and spring luncheons, send email message to entire membership with instructions for making contributions online through the AAUW website as well as address information for submission of contributions made through US Mail.
- Prepare articles for publication on Branch website and/or through Connections Newsletter or branch email list-serve to educate members, solicit donations to AAUW and report news.
- Attend monthly branch board meetings and update the board on activities through board reports.
- Be responsible for compiling list of branch donors to AAUW Funds during previous calendar year to be included in annual report.
- Prepare annual report for prior calendar year to be submitted to Board by end of fiscal year.
- Determine potential expenses for Budget committee.

Skills: Computer communication

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