

AAUW FUND VICE PRESIDENT

The responsibilities of the AAUW Fund Vice President are:

1. Keeps accurate records of all money contributed by the branch to AAUW Fund.
2. Sends annual branch AAUW Fund donation along with contribution report to AAUW – CA and to AAUW.
3. Writes a newsletter article describing the various programs within AAUW Fund.
4. Appoints the three members of the AAUW Honoree Committee, one of whom will be designated as chair. Honorees within the last five years are eligible to serve on the committee.
5. Consults with Legal Advocacy Fund and Public Policy chairs to determine how the money is to be allocated among AAUW Fund programs.
6. Makes recommendations to board regarding disbursement of branch's annual AAUW Fund contribution to the various fund programs.
7. Reports current total of Blaine/Cate Endowment and Wildflower Fund Research and Projects Grants to membership annually.
8. Attends monthly board meetings and informs board about current AAUW Fund and AAUW Honoree considerations.
9. Serves on branch Program Planning Committee.
10. Performs other duties requested by the President or the board.
11. Maintains an Experience Binder or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.