



AAUW NEW MEXICO FUNDS CHAIR

Status: Serves on the Leadership Team. Elected in even-numbered years for two-year term with a limit of three consecutive terms.

Qualifications: Commitment to advancing education and equity for women and girls and willingness to raise funds for AAUW Funds and Legal Advocacy Fund.

Vacancy: Appointed by the Leadership Tea, upon recommendation of the President(s).

Duties & Responsibilities:

- The AAUW Funds Chair shall:
 - Promote the mission of the AAUW Funds and programs to branches, members and the general public. Publicize through *The Roadrunner* or other media with announcements of available Funds and application process, articles on recognition of recipients or donors, information on upcoming fundraising events, etc.
 - Coordinate the fundraising efforts within the State. May plan and with Board approval implement, or, delegate a specific Fund's program or project. With Board approval, may designate allocation between AAUW Funds and a State project of any joint fundraiser(s.)
 - Co-ordinate program and recognition events with Program Chair for state conventions. Recognition should be given to recipients, branches and individual donors.
 - Instruct and encourage branch Chairs to submit individual donations immediately to National, which will acknowledge the giver. Instruct branch Chairs to submit proceeds from branch fundraising activities annually according to AAUW timetables and forms. Mail, or provide access to, annual AAUW report forms and follow up to confirm all Branches have submitted appropriately and in a timely manner
 - Maintain regular communication with branch Presidents and Funds Chairs informing them of Funds and special programs. Provide names of current and former Fellows and grant holders living in their area and encourage contact. Provide specific training to branch Funds Chair as needed. Facilitate communication and act as liaison to/from the National AAUW Funds Committee as necessary. Supply, or provide access to, current Funds materials.
 - Provide assistance to branch Chairs in identifying potential donors or partners to expand fundraising efforts. Consult on fundraising ideas, event planning, and applicable policies and procedures.

- Plan with successor for a smooth transition of responsibilities. Prepare material and pass on permanent files before July 1 or the conclusion of office.
- Administer the financial obligations.
 - Request and administer a state AAUW Funds line item. Submit a budget request for the coming year to the Finance Chair by April 1.
 - Report state Funds contributions and disbursements to state board.
 - Maintain Funds bank account to administer Funds from fundraising activities at the state level. Submit individual donations immediately to National, which will acknowledge the giver. Keep accurate records of all funds received and disbursed.
 - Maintain accurate records for at least seven years and submit an annual report which includes:
 - a list of all branches with current year's Funds contributions;
 - an accounting of funds via a simple statement of receipts and disbursements.
 - Advise state board members, branch presidents, and branch Funds Chairs of both the IRS regulations and the New Mexico tax regulations concerning separation and use of AAUW Funds and LAF Fund.