

Development Vice President

1. Provide information on the connections among the various AAUW program funds.
2. Manage the Funds program for AAUW-NYS
 - a. Promote and monitor contributions to EOF, LAF, and the many other Funds, including the Leadership Program Fund, Eleanor Roosevelt Fund, and Public Policy Fund.
 - b. Handle all financial matters of the funds.
3. Communicate at least once each year with branch counterparts to disseminate news and information about programs, policies and procedures.
4. Help EOF and LAF Directors develop and present training sessions for EOF and LAF branch chairs to be presented as requested.
5. Serve on the AAUW-NYS Executive Committee.
6. Prepare an annual report and present it at Convention business meeting.
7. Prepare financial records for audit at the Summer Board meeting.
8. Serve as Chair of the Development Committee whose members must include the EOF Director and the LAF Director and serve as liaison between the two directors.
9. Serve on the Program Development Committee of the Board.
10. Work with EOF and LAF Directors to plan fund raisers for the State Convention.
11. Maintain a calendar of the dates for applications for all of the programs that fall under EOF LAF, and other funds.