

Educational Opportunities Fund Director

1. Communicate at least four times each year with branch counterparts:
 - a. Explain the fellowships, grants, and special programs
 - b. Confirm deadlines set by National for contributions
2. Encourage branches to appoint an EOF chair and advise branches on fundraising ideas.
3. Work with Development VP to develop and present training sessions for EOF branch chairs to be presented as requested.
4. Inform branches of Fellows in New York State and of other recipients of EOF grants.
5. Act as liaison with EOF Fellows in the state.
 - a. Write letters of welcome to newly arrived Fellows and letters of congratulations to branches and individuals receiving grants.
 - b. Serve on the Convention Planning Team of the Board and arrange for State visitors as requested .
6. Plan an EOF fund raiser for the State Convention. Be responsible for all funds raised being sent to National and the necessary forms for those contributions.
7. Coordinate activities with the Development Vice President, LAF Director, Program VP, Public Policy VP, and the College/University Director concerning equity issues in higher education.
8. Help Development VP prepare EOF financial records regarding the convention and other state level fundraisers for the audit at the Summer Board meeting. Participate in the audit of the EOF financial records.
9. Serve on AAUW-NYS Board.