

Legal Advocacy Fund Director

1. Communicate at least four times each year with branch counterparts:
 - a. Explain the LAF Fund and special programs
 - b. Confirm deadlines set by National for contributions
2. Encourage branches to appoint an LAF chair and advise branches on fundraising ideas.
3. Work with Development VP to develop and present training sessions for LAF branch chairs to be presented as requested.
4. Inform branches of recipients of LAF Case Support and Litigants.
5. Act as liaison with LAF Case Support or Litigants in the state.
 - a. Write letters of congratulations to branches and individuals receiving grants.
 - b. Serve on the Convention Planning Team of the Board and arrange for State Convention visitors as requested.
6. Plan an LAF 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, EOF Director, Program VP, Public Policy VP, and the College/University Director concerning equity issues in higher education.
8. Help Development VP prepare LAF financial records regarding the convention and state level fund raisers for the audit at the Summer Board meeting. Participate in the audit of the LAF financial records.
9. Serve on AAUW-NYS Board