

**Position Description**  
**President**  
**Lower CT Valley Education and Scholarship Program, Inc. 501 (c) (3)**

**Position: President**

**Appointed**

**Board Member**

**Term: One Year July 1 through June 30**

**Term Limits: Four consecutive one-year terms**

**Responsibilities**

- 1. Ensures compliance with National AAUW and LCV Education and Scholarship Program Bylaws and IRS requirements for 501 (c)(3)**
- 2. Oversees the AAUW LCV Education and Scholarship Program Inc. working with scholarship and fundraising to assure the needs, goals, policy, and strategy are consistent with the mission.**
- 3. Defines direction and plans to achieve established goals.** Examples include involving Branch membership, internal and external communications, community involvement, operations, and branch policies.
- 4. Manages and Chairs the AAUW LCV Education and Scholarship Program Board.** Prepares Board Meeting schedules and agendas. Determines frequency and timing of Board meetings. Meetings are typically monthly, September through June. Conducts all Board meetings.
- 5. Financials: work with scholarship and fundraising to establish a budget.** Ensures financial controls are in place and financial records comply with accepted practices. Provides monthly financial reports and balance sheets to the LCV Board and membership. Posts reports on the LCV website.
- 6. Administration:** Ensures...transparency in operations, finances, and policy
- 7. Represents AAUW LCV Education and Scholarship Program Inc. in any interactions with State and National AAUW organizations.**