

Position Description and Timeline
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

Represents AAUW LCV Education and Scholarship Program Inc. in any interactions with State and National AAUW organizations.

July through June: Ongoing

- Prepare agendas for ESP Board meetings.
- Distribute agendas to Board members 5 days before meetings.
- Chair Board meetings
- Review minutes of ESP Board minutes prepared by Secretary.

- Review ESP budget with Treasurer
- Oversee fundraising endeavors.
- Ensure compliance with fundraising requirements (submitting appropriate permits).

January to April

Participate on Book Author Luncheon (BAL) Committee to ensure success of scholarship fundraiser.

February

Meet with Treasurer to prepare Federal Form 990-N tax report

March

Meet with Treasurer to prepare Annual Report to State of CT

April

Prepare proposed budget for the coming year with Treasurer.

May

Ensure donors of \$250 or more receive a thank you and a tax receipt documenting donation.

June

Schedule audit of ESP finances.

July

Ensures IRS Form 990 accurate, complete, and filed.