

AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)
Chair and Director Position Description

Position: Chair and Director (Elected)

Term: One Year (July 1st to June 30th)

Board Member

Term Limits: Elected annually without term limits

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 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 in collaboration with LCV President. Determines frequency and timing of Board meetings. Meetings are typically monthly, September through June. Develops an agenda and conducts all Board meetings.
5. Financials: works with Scholarship and Fundraising to determine a budget. Ensures financial controls are in place and financial records comply with accepted practices.
6. Administration: Ensures transparency in operations, finances, and policy.
7. Schedules and conducts an annual meeting in May.
8. Works with the board to develop strategy, goals and objectives for ESP.
9. Assures an audit of the financial books is completed annually.
10. Represents AAUW LCV Education and Scholarship Program Inc. in any interactions with State and National AAUW organizations.