**Legal Advocacy Fund Chair**

1. Review [Board of Directors guidelines](https://schenectady-ny.aauw.net/files/2018/10/Board-of-Directors-Responsibilities-7-18-compressed.pdf)

 2. Become familiar with the information and resources related to your position on the [AAUW National](http://aauw.org/), [AAUW-NYS](http://aauwnyswp.aauw-nys.org/wp/) and our

 [AAUW-Schenectady](http://schenectady-ny.aauw.net/) websites

3. Writes articles for the newsletter about AAUW initiatives to counteract

 discrimination toward women. Articles are due by the first Friday of the

 previous month.

4. Participates in long-range planning with AAUW Funds VP, the board and/or

 interested members develop and implement fund raising activities

5. Collects member contributions to LAF when there is a fundraiser that

 is targeting LAF and forwards the money to the branch treasurer

6. Promotes AAUW-NYS Convention LAF raffle to members:

7. Keeps accurate financial records with Branch Treasurer regarding LAF

 contributions.

8. Prior to a fundraising event, decide at Board Meeting how much is going to be

 allotted to LAF and other AAUW Funds

9. Prepares end-of-year report and gives one copy to the President by June 1st and shares it and appropriate materials/records/guidelines with successor by June 30th.