

## **LEGAL ADVOCACY FUND ADVOCATE**

### **PURPOSE OF THE POSITION**

Serve as an advocate for the Legal Advocacy Fund (LAF).

Actively promote the LAF mission within the AAUW Maryland membership and to the public.

Work with AAUW Funds Vice President to create fund raising opportunities for LAF.

### **RESPONSIBILITIES OF EACH MEMBER OF THE AAUW MARYLAND BOARD**

- Align strategic direction of AAUW affiliates in Maryland with each other and AAUW national office.
- Identify and connect branches with resources, opportunities, and trainings that will empower branches to meet their goals most effectively.
- Create and maintain structures that facilitate inter-branch and branch-to-state communication and collaboration.
- Participate in AAUW meetings, conventions, and conference calls related to their areas of responsibility. Be responsive to requests for information and recommendations from AAUW.
- Be familiar with AAUW resources, including the website and national newsletters.
- Provide content for the *Marylander*, AAUW Maryland website, and social media (e.g., Facebook).
- Submit records to AAUW Maryland archivist.
- Present reports and presentations – as requested - at each board meeting, conference, and the annual meeting.

### **RESPONSIBILITIES OF THE POSITION**

#### **RESPONSIBILITIES TO AAUW MARYLAND**

- Educate AAUW members about the LAF mission, policies and programs.
- Include information about LAF cases and activities in the *Marylander*.
- Encourage branches and individuals to support LAF programs.
- Work with Program Vice President to plan programs related to plaintiff cases.
- Provide updates for the AAUW Maryland web site.
- Integrate LAF case support and programs with other state priorities.
- Disseminate information from LAF to the AAUW Maryland state board, the branches and the community.

#### **RESPONSIBILITIES TO AAUW MARYLAND BRANCHES**

- Support the LAF program efforts of branches through training, encouragement, and regular contact.
- Work with branch LAF advocates to familiarize members with cases.

### **QUALIFICATIONS HELPFUL TO THE POSITION**

Previous experience at branch or state level

Enthusiasm and commitment to the LAF mission and purpose

## **CALENDAR**

Dates are flexible.

- June** Attend AAUW national meetings if held.  
Attend the transition state board meeting. Coordinate and discuss program ideas with Program Vice President.
- July** Coordinate a LAF Leadership Training Session at the Summer Conference if requested.
- October** Attend Fall board meeting. Submit a report.
- January** Attend Winter board meeting. Submit a report.
- April** Attend Spring board meeting. Submit a report.  
Attend annual state convention.