

**University of Minnesota Women's Club
UMWC Vice President for Scholarship Fundraising**

JOB DESCRIPTION*

The Vice President (VP) for Scholarship Fundraising is an elected, two-year board position, renewable for one or more years. She chairs the Scholarship Fundraising Committee (SFC) and serves as a member of the Executive Committee, the Finance Committee and the Partner's Group made up of representatives from the University of Minnesota (UMN), University of Minnesota Foundation (UMF), and the University of Minnesota Women's Club (UMWC).

The VP for Scholarship Fundraising leads and coordinates the UMWC's fundraising efforts. The VP recruits members to serve on the SFC team and confirms specific assignments with committee members. The VP creates and annually updates a "*Guide for SFC Members, Procedures and Assignments*" and makes it available upon request, as appropriate. The VP creates an annual spending plan for the Scholarship Fund.

The VP maintains working relationships with other Board members, committee members, and the U of M Foundation representative and especially with the UMWC President, Co-treasurer for the Scholarship Fund, Chair of the Scholarship Awards Committee, and the Newsletter Editor and others as appropriate to support, enable and move forward their overlapping responsibilities.

The Scholarship Fundraising Committee (SFC)

The VP calls quarterly meetings of the SFC or more often as needed. The VP confirms with SFC team members a specific initiative or focus area to manage, lead and report on at SFC quarterly meetings. The VP annually updates the SFC initiatives and focus areas in the "*Guide for SFC Members, Procedures and Assignments*". The VP meets and consults with the leads of these initiatives and focus areas as needed between quarterly meetings of the SFC to enable and ensure success.

Collaboration

The VP responds in a timely manner to requests from other Board members or committee chairs to ensure smooth operations of the UMWC.

To request a copy of "*Guide for SFC Members, Procedures and Assignments*", contact Diane Young, VP Scholarship Fundraising, young054@umn.edu

*Updated, July 10, 2023 by Diane Young