

AAUW Lower CT Valley Leadership Position Description

Position: Treasurer

Elected

Board Member

Term: One Year July 1 through June 30

Term Limits: Four consecutive one-year terms

Responsibilities:

1. **Oversees the general financial management** of LCV Branch organization.
2. **Collects, deposits, keeps track of funds,** and writes checks when needed.
3. **Assist members with membership renewal.**
4. **Coordinates/verifies membership issues** with Branch Membership Chair and with National and State AAUW.
5. **Prepares and presents monthly treasurer's and actual vs. budget reports** to Board members at Board meetings and to membership at monthly member meetings.
6. **Prepares annual Branch budget** with the President.
7. **Notifies National AAUW to prepare and submit an annual 990-N tax form** for LCV Branch.
8. **Pays annual insurance premiums.**
9. **Performs other financial duties as** requested by the Board or President.