

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.

ACTIVITY AND TIMELINES IN EXCEL SPREADSHEET

July 3, 2023

Tasks and Procedures for 501c4 Treasurer

Month	Task	Task	Task	Task
September	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
October	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
November	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Make payment to AHT Insurance, which is due in December	Process and Deposit membership dues	Great Decisions – Order books, etc. using branch debit card. Work with GD Chair to determine numbers, etc. Remind Chair to have the group send a donation for the use of the library. Maintain Check Payment and Deposit Register
December	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
January	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Receive Great Decisions Books and give them to the Great Decisions Chair.	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
February	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
March	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Work with Board President to Prepare yearly Budget for the Executive Board	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
April	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Present yearly Budget to the Executive Board for final presentation for membership vote.	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
May	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Present yearly Budget at Membership Annual Meeting for discussion and vote.	Work with Membership Chair to send out email for membership renewal for dues. Process and Deposit new and renewal membership checks.	Maintain Check Payment and Deposit Register Do 990-N or have AAUW do it (Taxes) (Can have AAUW do it on website)
June	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Make check to Acton Public Library for our donation for use of the library along with a thank you letter. Maintain Check Payment and Deposit Register
July	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Maintain Check Payment and Deposit Register
August	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Maintain Check Payment and Deposit Register
Other	Input any new members and Shape the Future members in the AAUW system. Reimburse members for purchases they made-i.e. hospitality, membership; rental for OS Pavilion; etc. Make checks for Honorariums when requested for speakers. Acknowledge donations with a thank you note. (Transfer monies from PayPal into our account.)			