

AAUW BALLWIN-CHESTERFIELD JOB RESPONSIBILITIES

Financial Officer

GENERAL

Each leadership position constitutes a two-year term.

Each leader shall check AAUW email daily and respond ASAP

Each leader shall attend Board and Branch meetings, as needed.

SPECIFIC – THE Financial Officer shall:

Collect, distribute and account for the funds of the branch.

Collect and remit annual dues to AAUW and state by specified deadlines.

Send monies to AAUW Educational Opportunities Fund and Legal Advocacy Fund by specified deadlines, keeping a separate record for each fund.

Chair the branch budget committee and present the budget to the Board at their first meeting in the fall.

Upon approval by the Board, present the budget to the Branch for approval at the October meeting.

Report monthly on the status of the budget, including expenditures and incomes.

Coordinate and maintain paid membership records, sending required reports by specified deadlines to AAUW. The records, currently kept by assistant Joyce Katz, shall be coordinated with Membership, Newsletter, and Directory chairs as changes occur.

Shall oversee reimbursement of funds process for all branch activities, including but not limited to Dollars for Scholars events (deposits by assistant Susan Haynes), local scholarships, seasonal events, committee and branch expenses, Directory, Newsletter, and projects such as STEM and Science Fai