

# AAUW Crystal Lake Area (IL) Branch

## Job Description - Branch Treasurer

**TERM:** Elected two-year position, in odd numbered years.

**OVERALL DUTY:** The treasurer shall be responsible for collecting, distributing, and accounting for the funds of the branch and for meeting specific deadlines. The treasurer shall complete and file the annual report of incorporation with the state of Illinois. (Branch By-Laws)

**BOARD MEETINGS (as scheduled):** Required to Attend. Present a Treasurer's report concerning branch receipts, expenditures, and total assets. A brief summary is also presented at the Branch meeting

**SKILLS NEEDED:** Treasurer shall have a basic knowledge of Microsoft Excel and experience handling checking and banking accounts.

### DUTIES AT LOCAL LEVEL:

- ❖ Maintain financial records for the Branch, establish/or maintain a Branch bank account, and be responsible for Branch receipts and expenditures.
- ❖ July:
  - Develop and maintain membership database.
  - Assist the audit of the preceding year's financial records with the Budget/Audit Committee appointed by the Co-Presidents
  - Working with the Budget/Audit Committee, prepare a tentative budget for the new fiscal year
  - Ensure that the new Co-President is signatory on checking account
- ❖ August:
  - Present the proposed budget at the Board Meeting, where it may be amended and must be finally approved.
  - Provide VP of Membership and member(s) appointed for the Branch Directory with any membership data needed for the preparation of the Directory.

- ❖ December:
  - File the Illinois General Not for Profit Corporation Form
- ❖ March/April:
  - Send check to Friends of MCC Foundation for scholarship,
  - Send a check to The Community Foundation For McHenry County for meeting place (facilities usage).
- ❖ June:
  - With the election of new Treasurer, transfer signatory of checking account.

#### **DUTIES AT STATE LEVEL:**

- ❖ Ensure that State Dues are appropriately received from members, paid to AAUW National, and credited to AAUW Illinois.
- ❖ Apply for appropriate grants from State.

#### **DUTIES AT NATIONAL LEVEL:**

- ❖ May/June:
  - In Conjunction with Membership VP, conduct membership renewal campaign.
  - Utilizing the AAUW Membership Database, ensure that members submit dues payments directly to AAUW, or collect checks and process the payments to AAUW.
- ❖ October/November:
  - Ensure that AAUW is filing the 990 Form for the Branch.
  - Check status of AAUW insurance for Branch.
- ❖ December:
  - Coordinate with the Branch AAUW Funds Chair to ensure that donations to AAUW are credited to the Branch.

Revised: September 2023