

AAUW Port Townsend Job Description 2017-18

JOB: Treasurer

JOB TYPE: Elected

BOARD ATTENDANCE: Required

VOTING MEMBER OF THE BOARD: Yes

DURATION OF SERVICE: 2 year term

RESPONSIBILITIES: Prepare preliminary budget for the board, prepare monthly reports showing income and expenditures, pay bills with proper authorization/documentation, receive membership dues for those who mail them in and enter information into Member Database/issue check for National and State share.

SIGNIFICANT CALENDAR MILESTONES: Prepare for monthly Board Meetings

Responsibilities:

- Monthly
 - Deposit membership dues received in the mail, make Membership Database entries and issue check to National for state and national dues
 - Pay bills with appropriate approval and documentation
 - Prepare monthly report of income and expenditure
- Special Events
 - Provide cash boxes and “seed” cash for Silent Auction and Kitchen Tour
 - Report on proceeds and expenses as appropriate
- June
 - Submit Budget vs Actual Report and updated Job Description to AAUW Board