

AAUW Greater Naples Branch
Director for Finance

The Director for Finance shall:

1. Serve as chief financial officer of the branch.
2. Chair the Finance Committee and recruit committee members, which shall prepare the annual budget for approval by the board.
3. Make recommendations to the board regarding insurance coverage and the financial health of the branch.
4. Submit the board approved budget to the Director for Communications for publication to the membership in advance of the October meeting.
5. Prepare regular monthly and annual branch financial reports analyzing actual performance against the budget, and submit them to the members and the board.
6. Arrange with the bank holding branch accounts, to establish authorized check signers.
7. Deposit to accounts authorized by the board all funds received.
8. Timely pay all bills approved in the budget or otherwise authorized by the executive board. Payments of \$1000 or more, not budgeted, shall be approved in writing by two authorized signatories.
9. Retain in good order all financial statements, IRS forms, paid checks, deposits, and supporting documents, and, if requested, submit the financial records of the branch for inspection by persons authorized by the board or by law.
10. At the end of the Director for Finance's term, appoint a Financial Review committee after the books are closed on June 30. The committee shall consist of at least two branch members and shall complete its review by August 31.
11. Complete and submit the branch's annual IRS Form 990 to AAUW.
12. Maintain a key to the branch post office box and on a weekly basis, check for mail received. Distribute mail, as appropriate, to individuals, and to the Greater Naples Charitable Foundation.

Finance guidelines and policies should be followed as printed in the AAUW Greater Naples Branch Policies.

The Director for Finance may nominate a Treasurer to be appointed by the president with the approval of the board or the executive committee. If a Treasurer is appointed, the Director for Finance may delegate to the Treasurer any of her duties specified. It is strongly suggested that a Treasurer be appointed to assume the responsibility of new and renewal dues collection. If a Treasurer is not appointed, the Director for Finance will have the dues collection responsibility.

Treasurer

1. Be responsible for the collection of all new and member renewal dues.

Renewals:

Working with the AAUW Membership Payment Program (MPP), send renewal invoices to all members in late March. Repeat the sending of invoices no more than once a month through June. The Director for Finance should report any renewal checks received so that the Treasurer can notify AAUW of renewal and submit payment through the MPP, using branch debit card.

New Members:

New member applications are received by the Treasurer and Director for Membership. Working together, the applicant's info will be checked and an invoice sent. The new member will be asked to send check to the branch PO Box. The Director for Finance will notify Treasurer upon receipt who will then notify the Director for Membership to welcome new member into the branch. Treasurer will notify AAUW of new member and submit payment through the MPP, using branch debit card.

Some new members will join through the AAUW website. Upon notification of a new member by AAUW, the Director for Membership will request an application and welcome the new member into the branch.

2. Submit a monthly report to the Director for Membership of dues received. Information should include dues payments and status of non-renewals.