

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. Debit cards will be held by the Director for Finance. The debit card information will be kept with the AAUW Community Hub to be used for branch dues transactions.
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. A designated person may be assigned to handle PO Box mail collection.

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 dues and member renewal dues.

Renewals:

The Treasurer should submit timely dues renewal information and notices to be used in branch communications. Members are encouraged to renew their dues on the AAUW Community Hub using their credit or debit card. Renewal notices are sent directly from AAUW at least once a

month. The Director for Finance should report any renewal checks received so that the Treasurer can notify AAUW of renewal and submit payment through the AAUW Community Hub, using the branch debit card.

New Members:

Completed new member applications that are available on the branch website are received by the Treasurer and Director for Membership. Working together, the applicant's info will be reviewed and an invoice sent. The new member will be asked to send a check for dues to the branch PO Box. The Director for Finance will notify the Treasurer upon receipt of the check who will notify the Director for Membership to welcome the new member into the branch. The Treasurer will notify AAUW of the new member and submit payment through the AAUW Community Hub, using the branch debit card. The new member has the option of paying dues herself through the AAUW Community Hub.

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 and the branch president of dues received. Information should include dues payments and status of non-renewals.
3. The Treasurer shall maintain the branch directory. Additions and deletions to the mailing list shall be sent to the Constant Contact manager.