



AAUW West Harris County Branch

Position: FINANCE OFFICER

General Duties of Finance Officer: (Branch Bylaws Article VI, Section 2, Part g)

The Finance Officer is an elective position. The member elected to this position is responsible for maintaining and reporting WHC financial records.

Term of Office:

Two years.

Responsibilities to West Harris County Branch:

- Prepare and present a proposed budget to the WHC Board for the current fiscal year after soliciting input from board members and committee chairs
- Prepare and report a monthly Bank Report to WHC Board of Directors and members.
- Prepare and present the financial records for audit at the end of each fiscal year.
- Pay bills and recurring expenses in a timely manner.
- Make deposits in WHC branch bank account.
- Reimburse expenses incurred by members in behalf of the branch. Receipts are required, and state sales taxes are not reimbursed.
- Make AAUW Sales Tax Exemption form available to those making purchases on behalf of WHC.
- Enroll new members through the AAUW online website (sharing member information among Membership VP, Database Manager and Directory Editor as needed).
- Make changes in the AAUW Member roster as they are needed. (No other person can do this)
- Make memorial contributions when informed of a member's death, \$25 for the death of a member and \$15 for the death of a spouse or child. Memorial checks are sent to Funds Vice-President.
- Clarify the current procedure of how payments of dues and donations must be made, to ensure correct application.
- Request AAUW to file the Federal Tax Return on Form 990-N. Deadline for this request is in July of each fiscal year. The form for the request is found on the AAUW website.
- When special events are held that require payment (usually the Holiday Party and Spring Luncheon), Receipt of payments are tallied and the organizer is notified of those who have paid.
- Request the annual Shape the Future free national dues (currently a maximum of 3 free memberships) on the correct form found on the AAUW website, by the deadline, June 30 of the fiscal year in which they are earned. Local and state dues are still required and are sent to WHC.

Responsibilities to AAUW Texas:

- Submit copies of all dues, fees and contributions reports to your state finance officer in accordance with established policies, procedures and time lines.

Responsibilities to AAUW National:

- Submit

Leadership Skills Helpful to the Position:

- Computer and math skills, organized, detail oriented

Other officers and members with whom this position interacts and how:

- Branch President, Membership Vice-President, and Database Manager

Timeline of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.