

## **AAUW State Finance Chair**

**Overview of the position:** Oversee the fiscal operations of Indiana AAUW.

### **Overall responsibilities:**

- Working with the state board, evaluate the financial health and stability of Indiana's finances;
- Working with the state board, develop a budget that supports the programs and activities described in the Indiana AAUW strategic plan;
- Open and maintain bank accounts for checking and savings; establish authorized check signers;
- Prepare regular Indiana AAUW financial reports analyzing actual performance against budget;
- Work with the membership vice president in securing membership renewals and processing dues and feed, including filing the necessary forms with the national Association;
- Support the work of the Indiana AAUW Funds chair/s in processing and submitting contributions in compliance with proper financial accounting procedures and Internal Revenue Service regulations;
- File the IRS 990 form if gross receipts exceed \$25,000;
- Protect the assets of the state by securing adequate insurance coverage;
- Support the state financial review process by cooperating with other officers or a hired accountant assigned to this task;
- Retain in good order all annual financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letter, paid checks, deposits, and supporting documents.

**Specific responsibilities to Indiana branches:** provide support and technical assistance to branch finance officers as needed. Review and maintain state copies of branch dues and fees, membership reports, and contribution reports.

**Specific responsibilities to the Association:** working with other officers, ensure that all dues and fees, dues and fee reports, contributions, and contribution reports are submitted and filed with AAUW's national office according to established procedures and timelines. ensure that Indiana is in compliance with all federal and state charitable tax laws and procedures and generally accepted accounting principles and practices.

**Specific leadership skills helpful to the position:** planning, budgeting, accounting, project management, team building, consensus building, and fiscal management.

**Time commitments:** along with the time necessary to accomplish the above responsibilities, serve on the state board of directors and other committees as assigned.

**Available resources:** AAUW Branch and State Finance Tool Kit; Membership Tool Kit; AAUW Finance Committee; finance, member records, AAUW Funds staff.