

## **Leadership Skills Helpful to the Position - Treasurer**

A good candidate will have experience in planning, budgeting, accounting, project management, team building, consensus building, and fiscal and financial management.

## **From NYS Bylaws - Treasurer**

- (1) Oversee the collection of state dues and other money and disburse the same upon the order of the AAUW-NYS Board of Directors or the AAUW-NYS President, unless otherwise authorized by the AAUW-NYS Board of Directors.
- (2) Prepare the annual budget with review and input from the finance committee for approval by the AAUW-NYS board of directors.
- (3) Render a properly audited account at the annual meeting and at such other times as may be designated by the AAUW-NYS President, or at the request of 10% of the Board of Directors.
- (4) Pay all bills authorized by the budget adopted by the Board of Directors. Budget line expenses exceeding the allocated amount up to 20% must be approved by the Board President. Budget line expenses exceeding the budgeted amount by over 20% must be approved by the AAUW-NYS Executive Board.
- (5) Act as chair of the Finance Committee.

## **From NYS Working Rules - Treasurer**

1. Serve on the Executive Committee.
2. Call and preside at meetings of the Finance Committee.
3. Supervise the preparation of the annual budget.
4. Present the budget to the Board for approval at the Summer Board meeting, and distribute copies to all Board members.
5. Collect state dues and all other moneys along with the membership/finance liaison and all other moneys and disburse these funds upon the order of the Board and/or the President.
6. Establish and maintain all moneys in savings and/or checking accounts in a financial institution. Change signatory on all moneys in savings/checking and/or investments to the current president and current treasurer as of July 15. Additional signatures may only be officers of the corporation with approval of the Board of Directors by simple majority. wording
7. Submit to the Board for approval any investment options.
8. Prepare the annual financial documents according to state and federal regulations.
9. Present a detailed financial report at least three days prior to each Board meeting and assure that copies are provided for each board member at the meeting.
10. Prior to February 1 each year, consult with the membership VP and/or the Membership/Finance liaison to reconcile membership figures with the goal of matching state and national statistics.
11. Send final membership statistics as of February 1 to Membership Vice President. This may be delegated to the Membership/Finance Liaison.
12. Send final membership statistics as of November 30 to the Development Vice President and the Educational Opportunities Fund and Legal Advocacy Fund Directors. WHY

13. Prepare and present a written interim financial report at the Convention business meeting, with copies for all attending.
14. Close the state's financial records and prepare for the annual audit of business by June 30 of each year.
15. Secure liability insurance for state functions and directors and officers insurance for the board.