

AAUW COLORADO SPRINGS BRANCH POSITION DESCRIPTION

Position: Finance Committee

Reports To: Treasurer **Term Limit:** 2 years

Volunteer Status: Appointed **Board Voting Rights:** No **Committee Voting Rights:** Yes
Signature Authority: No

Date of Branch Approval of Volunteer Position Description: July, 2020

Position Overview:

The Finance Committee oversees the fiscal and financial operations of the AAUW-Colorado Springs Branch and determines that the branch's finances are maintained in a fiscally responsible manner.

Members: Treasurer is the chair. Other members are: president, president-elect, community, membership and program VPs, AAUW Funds Chair and a branch member appointed by the president (not a Board member).

Responsibilities

- Prepare the annual budget as determined by branch and program goals.
- Modify as necessary and ensure the proposed budget is finalized and ready to be presented to the board of directors for approval at the August board meeting.
- Ensure the approved budget is sent to the branch newsletter editor in time to be printed in the September branch newsletter.
- Prepare final copies of the budget and distributes to the branch board.
- Monitor the branch financial status and related operations during the year and make recommendations to the board regarding:
 - Budget adjustment
 - Additional income requirements.
- Ensure compliance with approved financial procedures and policies used on a monthly basis and support the board's financial review requirement.

Leadership Skills/Qualifications Helpful to the Position:

- Understanding of finances and budget procedures
- Understanding of branch programs and related needs in formulating the branch annual budget.
- Working knowledge of Excel or other financial programs

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to AAUW National, State and Branch policies and bylaws and applicable laws and IRS regulations.
- Be respectful of the confidentiality of the committee work.

Time Commitments:

- Five to 10 hours per fiscal year