

AAUW COLORADO SPRINGS BRANCH—VOLUNTEER LEADER DESCRIPTION

Position: Assistant Treasurer

Reports To: Treasurer Term: 2 years, may be reappointed for 1-2 years

Volunteer Status: Appointed Voting Rights: No Signature Authority: Yes

Date of Branch Approval of Volunteer Position Description: March, 2025

Position Overview:

The Assistant Treasurer will assist the Treasurer as needed and be able to step in when the Treasurer is unavailable.

Responsibilities

- Maintain a copy of the local financial worksheets sent to her each month by the Treasurer
- Be available to sign checks when the Treasurer is unavailable.
- Be familiar with AAUW accounting practices.
- Be prepared to handle accounting functions if Treasurer is unable to fulfill obligations.
- Serve on Finance Committee
- Assist with any other AAUW financial issues as needed.

Leadership Skills/Qualifications Helpful to the Position:

- Experience in Accounting or Finance
- Knowledge of Excel

Time Commitments:

- Approximate time required is 1 hour per month
- Attendance at Board Meetings optional
- Attendance at State Conferences and Conventions is encouraged.