

Draft received March 30, 2023 from Mary Spring. Chris Panero notes/updates as of March 2024

MEMBERSHIP TREASURER
Also Known As: VICE-PRESIDENT MEMBERSHIP FINANCE OFFICER

Job Description

- To ensure access to state and national membership information (membership database and email and meeting updates), ask the branch president to verify that you are listed on both the Branch Officers Report (BOR) on the AAUW-CA website and the Community Hub on AAUW.org (the AAUW-National website).
- Most dues renewals are managed by AAUW-National (as of 2023). AAUW-National emails renewal notices to members prior to the member's renewal date. Member renewal dates are established when a member joins or when they pay their dues. *For example, Jane Doe joined April 2023 so she will receive a notice to renew April 2024.* Members responding to AAUW-National's email can pay dues electronically. National will retain their portion of dues and forward payment portions to State and Branch AAUW. Members are provided an electronic receipt of payment and branch officers are notified of payment.
- Members who do not use electronic dues payment will be given the option to send checks directly to the Membership Treasurer.

Time Commitment

- Sporadic activity throughout the year with busiest time from May to September when most member renewals occur.
- Ability to work alone.
- Utilize National AAUW's tutorials to learn membership software.
- Attend virtual AAUW training workshops as indicated.
- Attend Branch board meetings as indicated. When reports are required and the Membership Treasurer is unable to attend, the Membership VP may present the report.

Technology

- Must have internet and computer.
- Must be familiar with basic software (e.g. Word, Excel) and able to navigate internet.
- Willing to learn National's AAUW's membership software to process dues.

Responsibilities

- Membership and attendance to branch Board meetings as indicated.
- Process dues of new and continuing members who do not use electronic payment option.
- Notify Membership VP when members have not renewed by payment deadline.
- Monitor membership records for local, state, and national.
- Forward member's checks after processing to National to branch Treasurer.
- Maintain working relationship with VP Treasurer, VP Membership, and Directory Chair. (For example: updating member demographics and member transfers.)
- Provide reports to Executive Board about updates from National, and recommendations for processing dues.

Deadlines:

Member of:

Board (Executive Committee)

Budget Committee

April 2023

MS/ms