

## **Position Description: UNWLA Branch Treasurer**

The Branch Treasurer is responsible for the Branch's financial activities. She must be organized, computer literate, and have knowledge of basic bookkeeping skills. This volunteer position serves a two-year term and reports to the Branch President.

### **Core Responsibilities:**

- Perform duties as specified in the UNWLA Bylaws and Policies & Procedures Manual.
- Prepare Branch annual budget.
- Maintain up-to-date records.
- Balance records and accounts.
- Prepare and furnish financial reports as required by the Branch.
- Pay bills for authorized and budgeted expenditures. All checks require two signatures (Branch President and Treasurer).
- Receive, record, and deposit all funds.
- Provide notice to members regarding annual dues (amount and due date).
- Attend Branch meetings.
- Attend and provide the Treasurer's report at the annual Branch Meeting.
- Collect dues from members. Send notices to members who miss the deadline.
- Pay annual Branch dues to Headquarters by due date.
- Complete Branch online Annual Financial Report by due date and collaborate with the Branch President in providing information for the completion of the online Annual Branch President's Report to Headquarters by due date.
- File E-Postcard with IRS by May 15 annually.
- Serve as a member of the Regional Council Treasurers Committee.
- Prepare for audits and necessary tax reports.
- Perform other duties, as assigned by the Branch President.
- Ensure all pertinent Financial documents and reports are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Google Drive.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).