

**Dues and Donations Chair: (Appointed)**

**Term:** Two years

**Time Required:** 6-12 hours per month

**Responsibilities:**

- Receive and manage all Branch mail
- Process and deposit incoming monies and provide pertinent financial information to the Financial Officer.
- Ensure all bills go to the Financial Officer.
- Register new members on National's Community Hub. Renew current members as renewal forms/checks are received.
- Pay required annual fees.
- Provide necessary information on each member to the membership chair and the Financial Officer and the Communications Chair
- Do the same with donations to AAUW National that are received, registering the amount attributed to the appropriate member on the Community Hub. Most members donate to National themselves on-line.
- Stay current with membership rules at State and National AAUW.
- Ensure that all SOU and RCC donations are sent to the appropriate schools. Send a report along with donations received prior to mailing checks to each school.

**Qualifications:**

- Aptitude working with numbers and preparing financial reports
- Ability to create and maintain databases