

AAUW-WA Special Projects Fund (SPF) is the fiscal agent for several projects as part of AAUW-WA. SPF needs a volunteer to serve as Treasurer, an elected board position

- EIN: 27-3330630; 501c(3)
- WA State Charitable Organization UBI 1130801; WA State Business UBI 603051334

Most, if not all, AAUW-WA branches are 501c(4) organizations that are able to accept donations but not issue tax-deductible receipts. The AAUW-WA Special Projects Fund (SPF) was created as a 501c(3) fiscal agent that allows statewide and branch projects to fund-raise with tax deductions. Currently, the only project served by SPF is Tech Trek. (Other projects have been approved but not are not active.)

Each SPF Board position has a two-year term, with a maximum of two consecutive terms. All candidates must be AAUW members. Candidates who are not members can easily join or have their membership paid for. The board typically meets two to three times a year unless matters occur requiring a special meeting. These meetings are usually virtual because Board members reside all over the state.

Treasurer: Current Treasurer is leaving the Board with one year remaining on her term because of health issues. SPF is seeking someone to complete the remaining year (2021-2022) and consider a full regular two-year term (2022 - 2024). The Treasurer's responsibilities Include:

1. Have enough knowledge and experience with QuickBooks to be able to oversee the work of SPF's paid bookkeeper. (SPF uses QuickBooks Online.)
2. Serve as SPF's chief financial officer and perform all legal financial activities as required by law (not as intimidating as it sounds).
3. Working with the bookkeeper and following SPF's detailed financial procedures document, account for all money and other assets of SPF, including deposits, income and expenses.
4. Oversee the generation of monthly and annual reports for projects (currently only Tech Trek) and the Board. Maintain physical records of all transactions, ready for the Board's annual financial review.
5. Oversee any Board-approved investments and provide for their safe keeping.
6. Generate required donation acknowledgements and 1099s, and work with SPF's CPA to provide timely filing of the annual 990 tax return.

If you are interested or know someone who would be a great candidate, please email Judy Rogers, AAUW-WA SPF President at specproj@aauw-wa.org along with a brief bio. Thanks.