



## Elected & Appointed Board Job Descriptions

Updated March 2018

### **President**

Position Title: President

Responsible for daily running of the AWA.

#### *Job Summary*

The President administrates the elected officers and the appointed board members for the purpose of coordinating AWA programs and office procedures in an efficient manner. She ensures a cohesive relationship among the membership as well as between the organization and the community. She coordinates with every committee, as she is ultimately responsible.

#### *Duties and responsibilities of the President*

- Represents the AWA officially as requested in the community.
- Is instrumental in matters of Articles of Association, Policy, Decision Making and Strategy.
- Prepares the agenda and acts as Chairwoman at the Executive Board meetings.
- Prepares the agenda and conducts business at General Meetings.
- Makes decisions in the best interest of the AWA when a vote by the Executive Board is not necessary.
- Is available to the membership, committee heads, officers and the community by being in the AWA office on a regular basis.
- Selects additional officers for appointed positions on the Executive Board. Can place a suitable candidate in the role of committee head.
- Maintains a close working relationship with all Vice Presidents, members of the Board and Office Staff.
- May be called on to sign checks in the absence of the Treasurer.
- Checks the pre-press AWARE magazine to ensure the President's page is correct and gives a thorough look through the entire magazine, including all advertisements, if needed
- Attracts new members to the AWA with the Membership board member.
- Stores or clears out office files periodically while having accessibility to the last few years
- Maintains a file of permanent information such as procedures, external contacts, etc.
- Will prepare, with the assistance of other Board Members, an annual report due in June recapping the year's activities.
- May be called upon to contribute an article or update to AWARE.
- Provides updates to the Executive Board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap.

#### *Knowledge, Skills and Attributes*

Organized

Diplomacy

Leadership and Authority

Public Speaking

Knowledge of Computers, particularly e-mail and word processing

#### *Suggested Experience (if possible)*

Management at any level

Financial knowledge/background is helpful

#### *Requirements*

- AWA Member. Must be a USA citizen.
- Working knowledge of and adherence to the Articles of Association and Policies of the AWA.
- Cannot be absent from three consecutive Executive Board meetings.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30
- Presence at as many AWA activities as possible (within reason) particularly General meetings, (Septembers especially to encourage volunteering) Executive Board meetings and Fundraisers.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists etc.



### **1st Vice President (Fundraising)**

Position Title: First Vice-President

The First Vice President is responsible for all fundraising activities.

#### *Job Summary*

The 1st Vice-President coordinates all fund raising activities. She assumes the President's job function when necessary. In the event that the President resigns during her term of office, the First Vice President assumes the President's position.

#### *Duties and responsibilities of the First Vice President*

- Coordinates and oversees the functions of the Committees for fund raising.
- Evaluates the appropriateness of current fund raising functions in order to change, improve, or initiate new fund raising functions.
- Nominates Chairwomen, and volunteers when necessary
- Provides clarification, guidance, direction and assistance to Committees, especially where job description, policy and guidelines are concerned.
- Attends committee meetings as required.
- Acts as a liaison between the fundraising committees and the Executive Board.
- Networks and communicates with members to encourage volunteering.
- Consults the volunteer computer printout sheets ensuring communication with members and optimum utilization of services offered
- Follows up on outstanding issues of each fundraiser e.g. complying with licensing board requirements and documentation following a raffle, accounts balanced and completed to the satisfaction of the AWA Treasurer etc. Ensures that Documentation files are completed after each fundraiser with a report of the event,
- Provides active support for the President and substitutes for the President when necessary.
- may be called upon to sign checks.
- Informs the membership of activities via AWA're articles, the website, General Meetings, etc.
- Maintains a file of permanent information such as committee members, procedures, external contacts, etc.
- Stores or clears out office files periodically while having accessibility to the last few years

#### *Knowledge, Skills and Attributes*

Leadership, diplomacy, people skills, organization skills, including the ability to work to a tight deadline, tracks details, and complete tasks. Commitment and time to devote to fundraising.

#### *Suggested Experience (if possible)*

Active participation in AWA activities, committee work, volunteering.

#### *Requirements*

- AWA Member
- Working knowledge of and adherence to the Articles of Association, By Laws and Policies of the AWA
- Cannot be absent from 3 consecutive Executive board meetings
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between Sept 1 and June 30
- Presence at as many AWA activities as possible (within reason) particularly General meetings, (Septembers especially to encourage volunteering) Executive Board meetings and Fundraisers
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists etc
- will prepare for the President an annual report due in June recapping the year's activities.
- may be called upon to contribute an article or update to AWARE
- knowledge of Email and WORD
- Provides updates to the Executive board on a regular basis for a clarification purposes, especially where responsibilities and roles could overlap.



## **2nd Vice President (Membership)**

Position title: Second Vice President

The Second Vice President is responsible for membership activities, membership discounts and the membership directory.

### *Job Summary*

The Second Vice President coordinates and oversees all Membership groups. These include: Membership Directory, General Meetings, CHAT, Neighborhood Coffees, Foon Ying and the AWA Forum.

### *Duties and responsibilities of the Second Vice President*

- Attends Executive Board meetings.
- Selects Group Coordinators and maintains regular contact. Provides assistance, guidance and presence when required.
- Centralizes information from Group Coordinators to meet monthly publication deadlines for AWAre and the AWA website.
- Manages membership renewal process, materials, updates, budget and the publication of the Membership directory. It is expected that the Directory will be available on-line only in the future.
- Acts as a liaison between the membership groups and the Executive Board.
- Selects the venue, speaker and menu for a minimum of 3 membership events each year, which are the General meetings. Prepares a budget for each membership event to be voted upon at a Board meeting prior to the event.
- Approves all vendors on the Membership Discount List and oversees their insertion into the listing on the AWA website.
- Is responsible for attracting new members to the AWA.
- Is present for some of the monthly New Members Nights at the American Club.
- Stores or clears out office files periodically while having accessibility to the last few years
- Informs the membership of activities via AWAre articles, the website, General Meetings, etc.
- Maintains a file of permanent information such as committee members, procedures, external contacts, etc.

### *Knowledge, Skills and Attributes*

- Organizational Skills - to manage timelines
- People skills – to work with committee heads
- Has knowledge of Email, Excel and Word

### *Suggested experience (if possible)*

Prior committee or volunteer experience within an AWA membership group is highly recommended.

### *Requirements*

- AWA Member
- Working knowledge of and adherence to the Articles of Association, and Policies of the AWA.
- Cannot be absent from 3 consecutive Executive Board meetings.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Presence at as many AWA activities as possible (within reason): the General meetings, Executive Board meetings and Fundraising Events. The Membership Chair is responsible for the General meetings and presence should be made a high priority.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists etc.
- Prepares an annual report due in June for the President recapping the year's activities.
- May be called upon to contribute an article or update to AWARE.
- Provides updates to the Executive Board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap.



### **3rd Vice President (Activities)**

Position Title: Third Vice-President

The Third Vice-President is in charge of all member activities in areas not related to membership and fundraising.

#### *Job Summary:*

The Third Vice-President has responsibility for and gives direction and guidance to the various activity groups within the AWA

#### *Duties and responsibilities*

- Attends Executive Board Meetings.
- Finds and trains volunteers to serves as coordinator and, if necessary, assists coordinators of each activity.
- Serves as a sounding board and helps resolve conflicts that may arise.
- Keeps in contact with each coordinator giving help and direction when required.
- Attends Local Tours/Activities and Asian Tours committee meetings as she can and/or when required.
- Act as a liaison between the above committees, activity coordinators and the AWA Executive Board.
- Makes sure the Local Tours/Activities and On Going Activities write-ups are sent to the AWAre editor by the deadline date.
- Works with the AWA Office Manager to ensure that costs are covered for Local Local Tours/Activities and Asian Tours.
- Stores or clears out office files periodically while having accessibility to the last few years
- Informs the membership of activities via AWAre articles, the website, General Meetings, etc.
- Maintains a file of permanent information such as committee members, procedures, external contacts, etc.

#### *Knowledge, Skills and Attributes*

People Skills - Leadership and organization for the many committees

Diplomacy - in dealing with the volunteers and activity participating membership

Working computer skills, including knowledge of email and word processing programs.

#### *Suggested Experience (if possible)*

One to two years' experience coordinating an activity is highly recommended.

#### *Requirements*

- AWA Member
- Working knowledge of and adherence to the Articles of Association and Policies of the AWA.
- Cannot be absent from 3 consecutive Executive board meetings.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Presence at as many AWA activities as possible (within reason) particularly General meetings, (September Welcome Back Coffee especially to encourage volunteering) Executive Board meetings and Fundraisers.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists, etc.
- Will prepare for the President an annual report due in June recapping the year's activities.
- May be called upon to contribute an article or update to AWARE.
- Provides updates to the Executive Board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap.



## Charitable Donations Chairperson

### *Job Summary*

Organizes and oversees, with Executive Board approval, allocation of AWA charitable funds (other than Education and Scholarship funds) to registered Hong Kong charities. Represents AWA to charities.

### *Duties and responsibilities*

- Forms and leads a Committee to assist in its functions
  - o Recruits committee members and team leaders
  - o Organizes committee meetings
- Organizes AWA charitable donation program
  - o Mails application forms to charities (August), sets timetable for return and review (September), reviews applications and compiles spreadsheet with overview of applications
  - o Allocates applications to Committee for site visits, sets timetable for vetting process (Oct/Nov).
  - o Coordinates Committee review and development of recommendations for funding (Dec), presents recommendations to Executive Board for approval
  - o Informs charities of rejection of applications (Jan/Feb) or approved funding (April/ May)
  - o Organizes Awards Tea ceremony together with office manager (May/June)
  - o Asks charities to send in reports on received funding.
- Promotes Charitable Donations activities
  - o Informs membership of Charitable Donations activities, via AWAre articles, web, General Meetings, Welcome Back Coffee, CHAT, etc.
  - o Coordinates with Public Relations coordinator to develop community awareness of AWA funding.
  - o Makes sure that articles about supported charities are regularly featured in AWAre
- Represents AWA at recognition ceremonies and similar special charity events
- Revises Charitable Donations policies and procedures
  - o Funding guidelines
  - o Application form for funding
  - o Vetting criteria
- Keeps information for Charitable Donations up to date
  - o Maintains mailing list of registered charitable organizations in Hong Kong
  - o Maintains a file of permanent information such as committee members, procedures, external contacts, etc.
  - o Educates self, Committee and AWA about charities in Hong Kong by research and by arranging visits to charities
- Supports fundraising activities
- Becomes involved as an Executive Board member
  - o Attends Executive Board meetings.
  - o Becomes familiar with the Articles of Association, Policy Statement and Funding Guidelines
  - o Provides updates to the Executive Board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap
  - o Acts as a liaison between Committee and the Executive Board
  - o Prepares an annual report due in June for the President recapping the year's activities.

### *Knowledge, Skills and Attributes*

Organized

Working computer knowledge, including e-mail, excel and word processing.

Comfortable with public speaking.

Comfortable with facilitating committee meetings and leading team.

### *Requirements*

- AWA Member.
- Working knowledge of and adherence to the Articles of Association and Policies of the AWA.
- Cannot be absent from three consecutive Executive Board meetings.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Presence at as many AWA activities as possible (within reason) particularly General meetings, (Septembers especially drumming up volunteers) Executive Board meetings and Fundraisers.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of all necessary work files, mailing lists etc.
- Will prepare for the President an annual report due in June recapping the year's events.
- May be called upon to contribute an article or update to AWAre.
- Provides updates to the Executive Board on a regular basis for clarification and synergy purposes especially where responsibilities and roles could overlap.



## **Community Services Coordinator**

Position Title: Community Services Coordinator

### *Job Summary*

The Community Service Coordinator oversees all Community Service Programs and is responsible for the liaison, administration and coordination of AWA Community Service.

### *Duties and Responsibilities*

- Attends Executive Board meetings.
- Recruits a program coordinator for each Community Service Program and maintains regular contact, assistance, guidance, and presence when required.
- Acts as a liaison between the Community Service Coordinators and the AWA Executive Board.
- Informs membership of volunteer opportunities while looking for new avenues to recruit and develop programs.
- Directs new volunteers to the coordinators of the appropriate program and ensures follow-up and orientation to the program has been carried out.
- Attends as many community functions as possible, when invited, that relate to each organization. For example: open houses, appreciation award ceremonies, holiday events. Invite the President and other board members, if possible. If unable to attend tries to ensure an AWA representative can attend.
- Acts as a liaison between subcommittees coordinators and the AWA Executive Board.
- Informs the membership of activities via AWA're articles, the website, General Meetings, etc.
- Maintains a file of permanent information such as committee members, procedures, external contacts, etc.
- Stores or clears out office files periodically while having accessibility to the last few years

### *Knowledge, Skills and Attributes*

Organized

Working computer knowledge, including e-mail, excel and word processing (e.g. mail merge for letters)

Comfortable with public speaking

### *Suggested Experience (if possible)*

- Experience in social services field is useful, but not necessary.

### *Requirements*

- AWA Member.
- Cannot be absent from three consecutive Executive Board meetings.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Presence at as many AWA activities as possible (within reason) particularly General meetings, (September is especially to encourage volunteering) Executive Board meetings and Fundraisers.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists etc.
- Prepares an annual report due in June for the President recapping the year's activities.
- May be called upon to contribute an article or update to AWARE.
- Provides updates to the Executive board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap.





## **Education and Scholarship Coordinator**

Position Title: Education and Scholarship Coordinator

Administers the AWA Scholarship Program with local schools and coordinates the English Conversation program.

### *Job Summary*

The Education and Scholarship Coordinator is responsible for coordinating the AWA program of scholarships and loans as well as overseeing the activities of the English Conversation programs, visiting the local schools and educational institutions in order to ascertain students needs and is the liaison with the Hong Kong Education Department that administers the scholarship scheme on behalf of the AWA.

### *Duties and Responsibilities of the Coordinator*

- Attends Executive Board meetings.
- Chairs Committee meetings with coordinators to review the schools, update disbursement status and recommends a scholarship budget to the Board.
- Accepts invitations (where possible) issued by schools for various functions throughout the year.
- Liaises with the Education Department concerning the scholarship scheme administered by the Department on behalf of the AWA.
- Acts as a liaison between coordinators and the AWA Executive Board.
- Informs the membership of activities via AWAre articles, the website, General Meetings, etc.
- Maintains a file of permanent information such as volunteer AWA members, procedures, external contacts, etc.
- Stores or clears out office files periodically while having accessibility to the last few years

### *Knowledge, Skills and Attributes*

Leaderships skills -to ensure that the English program coordinators work effectively and stay motivated

Good people skills –when dealing with volunteers

Organizational skills-to manage correspondence and timelines

Computer skills: knowledge of E-mail and word processing

### *Suggested Experience (if possible)*

Previous Education and scholarship Committee experience

### *Requirements*

- AWA Member.
- Working knowledge of and adherence to the Articles of Association and Policies of the AWA.
- Cannot be absent from three consecutive Executive Board meetings.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Presence at as many AWA activities as possible (within reason) particularly General meetings, (Septembers especially drumming up volunteers) Executive Board meetings and Fundraisers.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of all necessary work files, mailing lists etc.
- Will prepare for the President an annual report due in June recapping the year's events.
- May be called upon to contribute an article or update to AWARE.
- Provides updates to the Executive Board on a regular basis for clarification and synergy purposes especially where responsibilities and roles could overlap.



## **Recording Secretary**

Position title: Recording Secretary

Responsible for taking the minutes of all official meetings and making all necessary filings with the Hong Kong Companies Registry.

### *Job Summary*

The recording secretary will keep a record of all general and Executive Board meetings and of all annual reports. She shall keep the Register of Executive Board members and shall file with the Registrar of Companies all necessary returns and particulars. She shall be responsible for the custody of the Seal of Association.

### *Duties and responsibilities of the recording secretary*

- Prior to Board meetings, provides all Board members with a reminder of the time and place of the next Executive Board meeting.
- Takes the minutes at the Executive Board meetings, General meetings and the Annual General Meeting.
- Maintains a file of minutes for all meetings stated above.
- Ensures that, at the rare occurrence of her absence from the meetings stated above, she finds a replacement, preferably from the Executive Board.
- Maintains a file of all correspondence and filings with the Hong Kong Government.
- Maintains and updates the AWA's policy guidelines.
- Stores or clears out recording secretary files periodically while having accessibility to the last few years of minutes.
- Maintains a file of permanent information such as committee members, procedures, external contacts, etc.
- Stores or clears out office files periodically while having accessibility to the last few years

### *Knowledge, Skills and Attributes:*

Organized

Knowledge of Computers- e-mail and word processing

### *Suggested Experience (if possible)*

Has experience of the AWA organization and official meetings.

### *Requirements*

- AWA Member
- Working knowledge of and adherence to the Articles of Association and Policies of the AWA.
- Cannot be absent from 3 consecutive Executive Board meetings.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Presence at as many AWA activities as possible (within reason) particularly General meetings, (Septembers especially to encourage volunteering) Executive Board meetings and Fundraisers.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists etc.
- Will prepare for the President an annual report due in June recapping the year's activities.
- May be called upon to contribute an article or update to AWARE.
- Provides updates to the Executive Board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap.





### **AWARE Editor (appointed position)**

Position title: AWAre Editor

#### *Job Summary*

The AWAre editor is responsible for putting out our flagship “monthly” print magazine 9 times per fiscal year, excluding January, July and August, on or near the 1st of the month. This responsibility encompasses the oversight of all related areas including editorial, graphic design and layout, editorial calendar, etc.

#### *Duties and Responsibilities of the AWAre Editor*

- With input from members of the Executive Board, highlight upcoming activities, fundraising and membership events, and volunteering opportunities.
- Communicate deadlines for space and content to Executive Board members.
- Recruit AWA members to write, edit and proof read.
- Meet with editorial committee to discuss forthcoming articles.
- Oversee the Advertising Manager.
- Encourage AWA members to submit photos for publication, from activities and events they attend.

#### *Knowledge, Skills and Attributes*

- Writing skills
- People skills and diplomacy
- Ability to meet deadlines.

#### *Experience*

- Experience in marketing and PR is a plus
- Some experience in editing needed
- Project management experience

*Time Commitment: 20 hours per month.*

#### *Requirements*

- AWA Member
- Working knowledge of and adherence to the Articles of Association and Policies of the AWA.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists etc.
- Provides updates to the Executive Board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap.

### **Communications Chairwoman (appointed position)**

Position title: Communications Chairwoman

#### *Job Summary*

Communications Chairwoman will set and guide the strategy for communications, website, public relations messages via all AWA communication methods to consistently articulate AWA’s mission. The Communications will impact how AWA is viewed within our diverse membership and constituent base. Communications and Brand Management Chairwoman will work closely with the AWA Board as the communications partner on a variety of strategic initiatives.

#### *Duties and Responsibilities of the Communications Chairwoman*

- Collaborate with the Board to develop AWA overall communications strategies.
- Implement and evaluate the annual, overall communications plan for AWA.
- Refine AWA’s “core” messages to ensure organizational consistency.
- Put communications plan in place to create momentum and awareness of AWA and its initiatives, mission, and goals working closely with Membership and Fundraising coordinators and Vice Presidents.
- Oversee the message consistency in AWA print and electronic media including AWAre, brochures, social media and website.
- Work with those responsible for online content; coordinate with webpage director to ensure that new and consistent information is posted regularly (article links, stories, and events, etc.).
- Work with Membership and Fundraising coordinators on the advertising and mission plan for general meetings and fund raisers to ensure consistency and timeliness.



- Manage media contacts.
- Oversee organizational response to inquiries about AWA.

#### *Knowledge, Skills and Attributes*

- Collaborative style; experienced in developing and implementing communications strategies.
- Excellent writing, editing and verbal communication skills.
- A track record as an implementer who thrives on managing a variety of key initiatives.
- Relationship builder with the flexibility and ability to "manage by influence".
- High energy, maturity, and leadership with the ability to position communications discussions both strategically and tactically.
- Ability to work collaboratively with all groups, including staff, Board members, volunteers, donors, program participants, and other members and supporters.
- Self-starter, able to work independently.

#### *Experience*

- Previous Communications experience.
- Educational qualifications or employment background in Communications.

*Time commitment: Minimum 10 hours per week.*

#### *Requirements*

- AWA Member
- Working knowledge of and adherence to the Articles of Association and Policies of the AWA.
- Cannot be absent from Hong Kong for more than 6 consecutive weeks between September 1 and June 30.
- Should have the intention of completing one full term of office and enabling a smooth transition to a successor with restitution of work materials such as files, mailing lists etc.
- Provides updates to the Executive Board on a regular basis for clarification purposes, especially where responsibilities and roles could overlap.



**Treasurer**

Position title: Treasurer

Role: Overseer, Controller, Reconciliation, Reporting, Auditing, Planning. Assists in Office Manager Duties. Acting Office Manager when Office Manager is absent

| Role   | Ongoing  | Weekly  | Monthly   | Yearly  |
|--|--|---|---|---|
| <p><b>Assistant Treasurer</b></p> <p>Assists with Treasurer<br/>Overseer<br/>Controller<br/>Reconciliation<br/>Reporting<br/>Auditing<br/>Planning</p> <p>Helps OM with<br/>Accounts payable &amp;<br/>receiving as needed</p> <p>MYOB report printing<br/>as needed</p> | <ul style="list-style-type: none"> <li>Assists with all treasury duties not manned.</li> <li>If needed by office manager, helps produce MYOB Session Reports for accounts receivable and accounts payable</li> </ul> | <ul style="list-style-type: none"> <li>Assists treasurer in monthly duties and those monthly duties not manned.</li> <li>Contacts office manager to make sure all accounts payable and receiving are in order.</li> <li>Assists front office with reporting duties as needed.</li> </ul>                        | <p><b>PROCEDURE</b></p> <ul style="list-style-type: none"> <li>Assists treasurer in preparing procedures and templates for all financial / treasurer roles</li> </ul> <p><b>AUDIT</b></p> <ul style="list-style-type: none"> <li>Assists treasurer in conducting random Internal Audits and prepares reports</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>Updates budget financial report per month and YTD for board</li> <li>Receives all treasurers monthly and YTD financial reports and incorporates into board monthly reports</li> <li>Submit monthly activity report to treasurer</li> </ul> | <p><b>AUDITS</b></p> <ul style="list-style-type: none"> <li>Prepares for external audits – All financial reports and records form all treasurers</li> <li>Implements auditors recommendations and makes final adjustments to accounts as requested</li> <li>Assist auditors during external Audits</li> </ul> <p><b>RECORDS</b></p> <ul style="list-style-type: none"> <li>Files annual financial reports in record keeping boxes and stores for 7 years at the conclusion of audit</li> <li>Shreds financial reports and docs that are over 7 years old.</li> <li>Collect Charity donated receipts for government records</li> <li>MYOB system financial year close accounts and maintains electronic copy as record on file.</li> </ul> <p><b>REPORTING</b></p> <ul style="list-style-type: none"> <li>Helps prepare future budgets and makes comparisons to previous budgets.</li> </ul> |
| <p><b>Fundraising Treasurer</b></p> <p>Event Budget Planning &amp; financial reporting</p> <p>Supervises Accounts payable &amp; receivable</p>   | <ul style="list-style-type: none"> <li>Ensure all fundraising forms include appropriate requirements for collection of money etc.</li> </ul>   | <ul style="list-style-type: none"> <li>Prepare budgets for each fundraising event.</li> <li>Sit in on Fundraising committee meetings as needed</li> <li>Collects money at fundraising events (cash, cheque, credit card) and conducts internal audits. Issue receipts to donation money as requested</li> </ul> | <ul style="list-style-type: none"> <li>Submit updates financial reports per event and year to date to Treasurer</li> <li>Prepare application for Raffle licences with government</li> </ul>   | <ul style="list-style-type: none"> <li>Prepare record files and financial event reports for external audit</li> </ul>   |



|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>▪ Prepare budget and financial actual reports</li> <li>▪ Keep fundraising event files as records</li> </ul> |  |  |
|--|--|--|--|--|

| Role   | Ongoing   | Weekly   | Monthly  | Yearly  |
|--|---|--|--|---|
| <b>Membership Treasurer</b><br><br>Budget Planning & financial reporting                       | <ul style="list-style-type: none"> <li>▪ Ensure all membership &amp; event forms include appropriate requirements for collection of money etc.</li> <li>▪ Participate in membership &amp; event Committee meetings as required</li> </ul> | <ul style="list-style-type: none"> <li>▪ Prepared membership budget and financial reports</li> <li>▪ Collects money at fundraising events (cash, cheque, credit card) and conducts internal audits.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Submit updates financial reports per event and year to date to Treasurer for board meetings</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Prepare end of year financial reports for external audit of all membership events - (membership dues, general meetings, corporate sponsorship etc.)</li> </ul> |
| <b>Activities Treasurer</b><br><br>Budget Planning & financial reporting<br><br>Record keeping | <ul style="list-style-type: none"> <li>▪ Assists front office with activities reporting.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Reconcile participants for each activity with monies received</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Participate in Activities Committee meetings as required</li> <li>▪ Submit updates of financial reports per month &amp; YTD to Treasurer for board meetings</li> <li>▪ Prepares monthly activity reports for board.</li> </ul>        | <ul style="list-style-type: none"> <li>▪ Prepare activities record files</li> <li>▪ Prepare end of year financial reports for external audit</li> </ul>   |
| <b>Advertising Treasurer</b><br><br>Invoicing<br>Budget planning<br>Debt collection            | <ul style="list-style-type: none"> <li>▪ Participate in Advertisers Committee meetings as required</li> </ul>   | <ul style="list-style-type: none"> <li>▪ N/A</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Prepares and posts Invoices using MYOB</li> <li>▪ Ensures all advertisers have been correctly invoiced</li> <li>▪ Issues statements and bad debtor letter to late payments</li> <li>▪ Mails AWAre magazines to advertisers</li> </ul> | <ul style="list-style-type: none"> <li>▪ Prepare end of year financial reports for external audit for all advertising income and expenditure</li> </ul>   |
| <b>Asian Tours Treasurer</b>   | <ul style="list-style-type: none"> <li>▪ Sits in on Asian Tour committee meetings as needed</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Ensures all tour participants paid appropriate amounts</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Works with coordinators to prepare budgets for each Asian Tour</li> <li>▪ Request for cash in advance for tour guides</li> <li>▪ Submit updated financial reports per event and year to date to Treasurer.</li> </ul>                 | <ul style="list-style-type: none"> <li>▪ Prepares and maintains record files for each Asian tour for external audit</li> </ul>  |
| <b>Office Manager</b>  | <ul style="list-style-type: none"> <li>▪ Assist Treasurer's roles on high volume days or filling in during times of leave</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Make payments - Write cheques, electronic transfers etc</li> <li>▪ Prepare money for Bank deposit</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Assists in preparing updated financial reports per month</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Maintains records for external audit</li> </ul>  |



|  |  |  |  |   |
|--|--|--|--|---|
|  | <ul style="list-style-type: none"> <li>▪ Bank Signatory</li> <li>▪ Process Accounts receivables</li> <li>▪ Process Accounts payables</li> <li>▪ Enter accounts payable &amp; receivable in MYOB</li> <li>▪ Signs Ad contracts and issues invoices</li> </ul> | <ul style="list-style-type: none"> <li>▪ Sign, send off and keep records of credit card refunds</li> <li>▪ Prepares accounts receivable - Collects and deposits library money and drink money</li> <li>▪ Prepares accounts payable documentation related to all office and building</li> <li>▪ Print MYOB Session reports – validate, sign and make available to Treasurer.</li> </ul> | <p>and year to date to Treasurer for board meetings</p> <ul style="list-style-type: none"> <li>▪ Balance the petty cash and floats</li> <li>▪ Maintain an inventory control on drink etc.</li> <li>▪ Pays MPF and updates MPF status of staff</li> </ul> | <ul style="list-style-type: none"> <li>▪ Ensure all AWA forms (which require payment) are compliant with the approved bank collection requirements</li> </ul> |
|--|--|--|--|---|



| Role   | Ongoing  | Weekly   | Monthly  | Yearly   |
|--|--|--|--|--|
| <b>Corporate Sponsorship Treasurer</b>                                   | <ul style="list-style-type: none"> <li>Part of Fundraising Treasurer's activities</li> </ul> | <ul style="list-style-type: none"> <li>SAME</li> </ul> | <ul style="list-style-type: none"> <li>Part of Fundraising Treasurer's activities</li> </ul> | <ul style="list-style-type: none"> <li>SAME</li> </ul> |
| <b>Charitable Donations &amp; Education &amp; Scholarship Treasurers</b> | <ul style="list-style-type: none"> <li>Part of Treasurer's activities</li> </ul>             | <ul style="list-style-type: none"> <li>SAME</li> </ul> | <ul style="list-style-type: none"> <li>Part of Treasurer's activities</li> </ul>             | <ul style="list-style-type: none"> <li>SAME</li> </ul> |

#### List of reports required / forms used

|   | Reports  | Contracts   | Forms   |
|---|--|---|---|
| <b>Treasurer</b>                                    | <ul style="list-style-type: none"> <li>Board Monthly Report</li> <li>General Meeting Report – Audit report &amp; End of year financial and future budget report</li> <li>MYOB Profit &amp; Loss Report</li> <li>MYOB Balance Sheet Report</li> <li>Current Year Budget / Financial Statement Report</li> <li>Future Year Budget</li> </ul> | <ul style="list-style-type: none"> <li>HSBC Savings and cheque accounts</li> <li>HSBC Merchant /Credit Card Account</li> <li>HSBC Direct Debit Account</li> <li>External Audit</li> </ul> | <ul style="list-style-type: none"> <li>N/A</li> </ul> |
| <b>Assistant Treasurer</b>                          | <ul style="list-style-type: none"> <li>MYOB Session Reports for accounts receivable and accounts payable</li> </ul>  | <ul style="list-style-type: none"> <li>N/A</li> </ul>   | <ul style="list-style-type: none"> <li>N/A</li> </ul> |
| <b>Fundraising Treasurer</b>                        | <ul style="list-style-type: none"> <li>Fundraising Monthly financial Report</li> </ul>   | <ul style="list-style-type: none"> <li>HK government Raffle license</li> </ul>  | ALL fundraising event membership forms                |
| <b>Membership Treasurer (Corporate sponsorship)</b> | <ul style="list-style-type: none"> <li>Membership financial Report</li> </ul>  | <ul style="list-style-type: none"> <li>N/A</li> </ul>   | New membership form<br>Renew membership form          |
| <b>Activities Treasurer</b>                         | <ul style="list-style-type: none"> <li>Activities Monthly financial Report</li> </ul>  | <ul style="list-style-type: none"> <li>N/A</li> </ul>   | Activities & Event form                               |
| <b>Advertising Treasurer</b>                        | <ul style="list-style-type: none"> <li>Advertising financial Report</li> </ul>   | <ul style="list-style-type: none"> <li>N/A</li> </ul>   | Adverting Contract Form                               |
| <b>Asian Tours Treasurer</b>                        | <ul style="list-style-type: none"> <li>Asian Tours financial Report</li> </ul>   | <ul style="list-style-type: none"> <li>N/A</li> </ul>   | Asian Tours Form                                      |
| <b>Office Treasurer/ Manager</b>                    | <ul style="list-style-type: none"> <li>Back-up when needed</li> </ul>  | <ul style="list-style-type: none"> <li>N/A</li> </ul>   |   |

