

SECTION MANAGEMENT CHECKLIST

This checklist was developed as a result of reviews performed by AWS of selected Sections. The observations of the common trends and business practices noted during the reviews allowed us to create and categorize this list. The purpose of this checklist is improve, optimize and streamline operations of all Sections.

	Section Activities	Action	What To Do	Frequency
1	Review of Section Bylaws	Review Section Bylaws	1) Review the Section Bylaws during the first quarter of a new Section year to ensure that the Bylaws exist and accurately represent duties, responsibilities and structure of the Section’s Executive Committee. 2) Update the Bylaws, if needed, upon review and approval by the Section Bylaws Committee.	Annually
2	Budgeting	Planning & Managing the Section's revenues and expenses	1) In the beginning of the Section Year, discuss budgeting for revenues and expenses for the year. 2) Evaluate Section’s financial performance of the past and determine if the Section can afford to perform activities planned for the year. REMEMBER THAT WHILE SECTIONS’ OPERATIONS SHOULD BE FISCALLY RESPONSIBLE AND EFFICIENT, SPENDING MONEY ON VALUE ADDING AND MISSION DRIVEN EVENTS SHOULD NOT BE SEEN AS “BURDEN EXPENSE” BUT SHOULD BE CONSIDERED AS INVESTMENT INTO SUCCESS OF THE MEMBERS, SECTION AND AWS.	As needed
3	Recording of Executive Committee meeting minutes	Take minutes of the Executive Board meetings	1) Take minutes of the Executive Committee meetings indicating the following information, at minimum: <ul style="list-style-type: none"> a) Date b) Purpose of the meeting/Agenda c) Names of Attendees d) Voting records if applicable 2) Save the meeting minutes in a designated folder within the Section Officer Community.*	As needed



4	Section Meetings/Events	Take and retain attendance records of all the participants	1) Create folders designated to attendance in the Section Officer Community.* 2) Use solution (such as Eventbrite) to invite attendees for both paid and non-paid events. Capture attendance via sign-in sheet or other method. 3) Upload the attendance records into the folders after the meetings/events.	As needed
5	Purchases of goods/services for the Section's needs (<i>restaurant meals, gift cards, reservation deposits, travel expenses, district conference expenses, supplies etc.</i>)	Retain all receipts received as a result of purchasing	1) Create folders designated for receipts for each month of the year in the Section Officer Community.* 2) On a monthly basis save all the receipts in the respective folders by scanning them or uploading directly from electronic devices.	Monthly
6	Self-Issuance of checks to Section Officers	Issuing checks to authorized officers	1) When a Treasurer or another person with authority to issue checks needs to have a check written to them, another authorized individual within the Section needs to sign it.	As needed
7	Disbursement of Section Scholarships	Disburse scholarship funds for selected scholarship recipients	1) Review the applications and select the best qualified applicants for scholarships 2) Save all scholarship applications into the Section Officer Community.* 3) Transfer the scholarship funds directly to the educational institution on behalf of the selected student. DO NOT DISBURSE THE SCHOLARSHIP FUNDS BY CHECKS/CASH DIRECTLY TO THE STUDENTS. THIS COULD RESULT IN ADVERSE TAX RELATED CONSEQUENCES TO THE SCHOLARSHIP RECIPIENTS, THE SECTION AND AWS.	As needed
8	Receipt of rebate and other checks received from AWS	Deposit checks	1) Treasurer should deposit all the checks received from AWS in the same month they are received. 2) Chairman should verify the the checks received from AWS are accurately deposited in the bank accounts and reflected in the bank statements	As needed
9	Recording of transactions	Record and maintain a complete and accurate record of all transactions	1) Record a flow of transactions on a monthly basis by using a transaction/check register log, which shows a date, source and amount of transactions for both incoming and outgoing funds. 2) Consider implementing a simple accounting software for recording transactions (QuickBooks, Quicken, etc).	Monthly



Related resources provided by AWS:

Treasurer's Tutorial & Guidance 101

<https://www.aws.org/library/doclib/Treasurers-Tutorial-and-Guidance-101.pdf>

AWS Manual of Operations For Sections and Divisions

<https://www.aws.org/library/doclib/AWS-Manual-of-Operations-for-Sections-and-Divisions.pdf>

***Section Officer Community**

AWS Section Officer Communities are meant to be secure repositories for Section details that Section leaders would like to have stored in an easy-to-access location. The Communities are located within the AWS Member Network and only available to AWS Staff (to serve as master administrators) and whichever Section representatives the current Chairman of the Section wishes to grant access to.

