



400. Job Descriptions

401.1 Tech Trek State Coordinator

The Tech Trek State Coordinator oversees the entire project, is the primary spokesperson for Tech Trek CA, and is the primary resource person and liaison between National, the Project Oversight Committee (**POC**), Camp Directors, and Branch Coordinators. She reports to the AAUW CA President. Appointment is for a 1-year term by the AAUW CA President, with the term of office running from July 1 to June 30.

Individuals holding this position may be reappointed for up to five 1-year terms.

401.2 Qualifications

The Tech Trek Coordinator qualifications follow:

Be an AAUW CA member.

- Have flexibility, computer skills (Excel and Word), and accessibility.
 - Have good organizational, communication, and people skills.
 - Have a basic knowledge of simple financial forms such as budgets, profit & loss statements, and balance sheets.
 - Have time to devote to the task.
 - Meet all requirements of an AAUW CA committee chair to be accepted by the AAUW CA BOD.
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401.3 Duties: Approval and Delegation

Note: The Tech Trek Coordinator may, with the approval of the AAUW CA BOD, appoint assistants and delegate these duties as needed, as long as the Tech Trek Coordinator is the primary contact responsible for overseeing that all duties are fulfilled.

401.3.1 Duty List

The Tech Trek Coordinator duties include managing the Tech Trek project on behalf of AAUW CA in consultation with the OC and Camp Directors, reviewing evaluations and facilitating the setting of goals and plans for the Tech Trek project. Duties are to:

- Provide informative articles for AAUW CA publications, maintain content on the Tech Trek website, and provide the state web team with current content for the state website's Tech Trek page.
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401.3.1 Duty List, continued next page

401.3.1 Duty List,
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- Work closely with the Tech Trek Financial Liaison in all aspects of the project's finances, including reviewing the proposed budget prior to AAUW CA BOD approval, planning the Tech Trek annual meeting, submitting any required reports to AAUW CA SPF, coordinating bulk purchases for all camps, and ensuring all vouchers approved meet requirements in Section 200.
 - Work with the Project Oversight Committee in reviewing and updating Tech Trek policy and job descriptions.
 - Visit many camps each year as possible and facilitate evaluations.
 - Answer all emails and phone call inquiries from schools, parents, campers, and the public.
 - Work with state web team to create group email lists for communication with Tech Trek staff and branch contacts.
 - Organize a Tech Trek workshop or plenary at state conventions in conjunction with the state Program Chair and Convention Chair.
 - Provide quarterly and annual reports as requested by the Project Oversight Committee.
 - Perform such other duties as requested by the Project Oversight Committee chair, the AAUW CA State President or AAUW.
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401.3.2
Supervision of
Camp Directors

The Tech Trek Coordinator supervises and serves as the primary resource for Camp Directors by doing the following:

- Recruiting new Camp Directors, instructing them to submit their applications to the office for AAUW CA BOD approval. Assisting the Tech Trek Financial Liaison in recruiting new Camp Treasurers.
 - Providing training for new Camp Directors and ongoing training for returning Camp Directors.
 - Responding in a timely manner to Camp Director questions, concerns, or suggestions.
 - Assisting Camp Directors in recruiting camp staff.
 - Removing and replacing a Camp Director who fails to follow the project's procedures and requirements. (See Section 302.7)
 - Leading and facilitating the Tech Trek Annual Meeting (see Section 180). Working with Camp Directors to determine a fall date and location that reasonably accommodates their schedules. Alternating locations each year between Northern and Southern California.
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401.3.2
Supervision of
Camp Directors,
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- Providing Camp Directors with an annual toolkit with all forms and instructions required to perform their duties.
 - Reviewing and approving a staff stipend list from all Camp Directors and sending the Project Oversight Committee the approved stipend list.
 - Collecting post-camp reports from Camp Directors at the close of the camp.
 - Obtaining any information (e.g., staff and participant numbers for each camp) from Camp Directors required by the Tech Trek Financial Liaison for insurance certificates for each camp facility.
 - Coordinating shared camp equipment and the schedule of rotation between camps. Budgeting for new equipment and purchases new/replacement equipment. Keeping a current inventory of all camp property (item description, serial number, location) and reporting any inventory changes to the Project Oversight Committee and the insurance company.
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401.3.3 Resource
for Branch
Coordinators

The Tech Trek Coordinator serves as the primary resource for Branch Coordinators by:

- In coordination with the Tech Trek Financial Liaison, preparing and distributing an annual Tech Trek branch packet with all forms and instructions required.
 - Receiving branch camper reservations and forwarding to camp directors who determine the number of campers accepted at their camp
 - Maintaining spreadsheets of branch contacts and reservations for each camp.
 - Offering training and support to Branch Coordinators.
 - Updating marketing package, including the Tech Trek brochure. Notifying new Branch Coordinators that marketing brochures and online camp videos are available to them for community outreach.
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402. Tech Trek Financial Liaison

402.1 Tech Trek Financial Liaison Responsibilities

The Tech Trek Financial Liaison is responsible for the financial oversight of all California Tech Trek camps run under the Tech Trek Camp project and is the overall project treasurer. Appointment is for a 1-year term by the AAUW CA President with approval of the AAUW CA Board of Directors, with the term of office running from July 1 to June 30. Individuals holding this position may be reappointed for up to five 1-year terms.

402.2 Qualifications

The Tech Trek Financial Liaison qualifications follow:

- Be an AAUW CA member.
 - Understand financial forms such as budgets, profit & loss statements, and balance sheets.
 - Have the necessary computer and accounting skills for budget oversight of individual camps and the overall state project.
 - Possess organizational skills, people skills, and flexibility.
 - Meet all requirements of an AAUW CA committee chair and accepted by the AAUW CA board of directors.
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402.3 Duties

The Tech Trek Financial Liaison's duties are to:

- Ensure sound fiscal management of the project, including detailed budgeting and grant administration.
 - Keep detailed records of all deposits and expenditures for the Tech Trek administrative budget
 - Work with the camp treasurers, monitor the individual camp budgets. Maintain financial records showing actual expenditures against the approved budget.
 - Serve as financial consultant to Camp Treasurers, Camp Directors, and Branch Coordinators.
 - Provide training and current forms for Camp Treasurers.
 - Collect all budget reports in the required format and by assigned deadlines from Camp Treasurers
 - Review and approve all vouchers submitted by Camp Treasurers, verifying that they are completely and properly filled out and adhere to all SPF and Tech Trek policy guidelines and limits.
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402.3 Duties,
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- Serve as fiscal liaison for the AAUW CA BOD, SPF, Project Oversight Committee and AAUW, and individual camps.
- Prepare and submit an annual project budget and year-end financial report to the Project Oversight Committee.
- Facilitate with camp directors and AAUW-CA Chief Financial Officer all camp-related transactions requiring use of the CA credit card(s).

**402.4 Use of
Credit Card**

The AAUW CA credit card may be used for purchases of any amount, as long as it does not exceed the card limit but must be used for purchases of goods or services in the amount of \$1000 or more. Camp Directors should not use their personal credit cards for purchases of \$1000 or more for Tech Trek. The following procedure is used to initiate a purchase for a Tech Trek Camp Director using the AAUW CA Credit Card:

Step	Action
1	Camp Directors will provide a completed voucher with a list of items to be purchased and all pertinent vendor contact information to the TT State Coordinator and/or TT Financial Liaison for approval, at least one - preferably two - weeks before payment is expected.
2	Upon approval, the TTSC/FL will forward the completed voucher to the AAUW CA CFO (or a person authorized to sign) n who will then contact the vendor with the credit card information to complete the purchase. Relevant purchase orders, invoices, etc. are to be attached to the voucher.
3	Once the purchase is complete the CFO will notify the project representative and provide any relevant documentation and confirmation numbers provided by the vendor.
4	Also, once the purchase is complete the project representative will immediately submit a voucher with attached documentation (invoices/purchase orders) to the AAUW CA Special Projects Fund for payment to AAUW CA for reimbursement of the purchase.
5	The AAUW CFO will record any large purchase, such as computers, as an asset of AAUW CA. Note: Such purchases by state sponsored programs are the property of AAUW CA and not the program.

**402.5 Denied
Vouchers**

If the CFO declines a voucher request for payment, the CFO must notify the voucher's author of the decision and the reason within two weeks of receipt of the voucher.

The voucher's author may appeal the CFO's decision to the California Finance Committee. The appeal must be submitted within two weeks from the receipt date of the CFO's notification of the decision declining payment.

**402.6 For an
Advance**

For an advance to cover budgeted expenses:

1. The Camp Director submits an Advance Form to the TT SC/TTFL for approval. The form is sent to the Chief Financial Officer who will provide the advance on budgeted funds.
 2. Within two weeks of incurrence, a voucher must be submitted by the Camp Director to the officials listed above, itemizing the total expenses. In the unusual event that the advance exceeds the expense, the balance due to AAUW CA should be remitted with the final voucher.
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