

## FACILITATOR CHECKLIST

**TITLE:** Financial Accountability

**MATERIALS NEEDED:**

- DVD
- Agenda
- Discussion Questions and Resource Guide
- Evaluation

**PRESENTATION STRATEGIES:**

- Visual learning (DVD)
- Discussion and brainstorming

**BEFORE THE PRESENTATION:**

- Insert your name and date into the Evaluation form.
- Make copies of the Discussion Questions, Resource Guide, and Evaluation.
- Review the facilitator introduction script, DVD, exercise, and discussion questions to familiarize yourself with the content and timing.

**HANDOUTS:**

- Discussion Guide and Resource Guide
- Evaluation

**TIME REQUIRED:**

Approximately 45 minutes

# AAUW Leadership Development

## AGENDA

<b>TITLE: Financial Accountability</b>		
<b>GOALS:</b> <ul style="list-style-type: none"> <li>• Inform AAUW members of the aspects of financial accountability that sustain an organization's integrity</li> <li>• Share guidelines and tools for AAUW members to meet financial accountability standards for branches</li> <li>• Provide understanding of potential and actual branch obligations to the federal government and/or state and local governments</li> </ul>		
<b>OUTCOMES:</b> <ul style="list-style-type: none"> <li>• AAUW member will understand the importance of financial accountability and the impact it has on all AAUW functions</li> <li>• AAUW member will know the steps to take to ensure financial accountability for their branch</li> </ul>		
<b>OUTLINE</b>	<b>TIME ALLOTTED</b>	<b>Materials</b>
STEP A: Introductions and review goals	5 min.	Agenda
STEP B: Show DVD	15 min.	DVD
STEP C: Discussion Questions	20 min.	Discussion Questions
STEP D: Wrap-up and Evaluations	5 min.	Evaluations