

District Treasurer

This position may be combined with the office of secretary. The treasurer establishes and maintains effective fiscal management of the district. The treasurer promotes the growth of Toastmasters International by providing sound financial guidance to the district.

The district treasurer should have knowledge of accounting and be acquainted with the handling of financial matters. The treasurer may be appointed by the district governor, subject to approval of the executive committee and confirmation by the district council, or elected. The district treasurer is eligible for reelection or reappointment for one succeeding term only.

Responsibilities:

- Serve as a member of the district executive committee under the direction of the district governor and executive committee.
- Uphold the bylaws and policies of Toastmasters International and the district administrative bylaws, following them to the best of his or her ability.
- Attend and participate in training programs provided by the district.
- Approve disbursement of district funds in conjunction with the district governor and in accordance with the policies of the district and Toastmasters International.
- Approve the requisition of district funds from World Headquarters in conjunction with the district governor.

Standards:

- Develop, plan and recommend a fiscal program for using district financial resources, including:
 - Establishment of a realistic budget based upon the goals of the district.
 - Recording, monitoring and evaluating of the district's financial performance.
 - Financial reports to the district executive committee and district council.
 - Requisition, receipt and disbursement of district funds.
 - Short-term, medium-term and long-term forecasting of district financial resources and cash flow.
- Submit a treasurer's report to the district governor and Lt. governors each month, beginning with the July 1 through August 31 period. These reports should be submitted within 45 days of the end of the month.

- Submit the treasurer's report to World Headquarters for the three months ending September 30 and for the nine months ending March 31. Reports must be submitted to World Headquarters within 45 days of these dates.
- Present a treasurer's report at each district executive committee and district council meeting.
- Provide the district audit committee with all financial information and records covering the periods of July 1 through December 31, and January 1 through June 30. The treasurer ensures that the audit committee submits a midyear audit to World Headquarters on or before February 15 and a year-end audit on or before August 31.
- Disburse funds for operating expenditures within the limits established by Toastmasters International policy, district policy and the district budget.
- Maintain custody of all district assets including the district banner, gavel, educational supplies and other properties.
- Prepare his or her successor to assume office, providing all documents and financial statements acquired during tenure and completing the steps necessary for an orderly transfer of office by June 30.
- Assume financial duties as directed by the district.

