Treasurer

Club Officer Training
Agenda

- Treasurer Role
- Treasurer Responsibilities
- Treasurer Resources
Session Objectives

- Identify your role
- Fulfill your responsibilities
- Find resources that help you
Treasurer Responsibilities

The Club Meeting

Outside the Club Meeting

The Executive Committee
The Club Meeting

- Before Club Meetings
- During Club Meetings
Before Club Meetings

- Prepare a financial report.
During Club Meetings

- Collect membership dues.
- Report on club finances.
Outside the Club Meeting

- Prepare a budget.
- Provide bank with a bank signatory card.
- Collect and pay dues.
- Submit new member applications.
- Issue checks for club expenses.
- Keep financial records.
Outside the Club Meeting

- Present financial reports.
- Submit club accounts for audit.
- Attend executive committee meetings.
- Reconcile deposits, expenditures and cash on hand.
Outside the Club Meeting

- Ensure club meets government tax regulations.
- Receive financial correspondence.
- Prepare for audit committee.
The Executive Committee

- Prepare a budget.
- Present financial reports.
- Submit club accounts for audit.
- Work with executive committee on Club Success Plan.
How to Fulfill the Treasurer Responsibilities

- How
- When
- Who
- What
Treasurer Responsibility Action Plan

- How will you fulfill this responsibility?
- When will each action be completed?
- Who is available to help you?
- What materials and resources can you use?
Getting Started

- Attend district-sponsored club-officer training program.
- Read materials.
- Meet with outgoing executive committee.
- Meet with outgoing treasurer.
- Meet with current executive committee.
- Prepare a budget.
Getting Started

- Review records, financial reports and audit committee’s report.
- Provide bank with a signatory card.
- Create a record-keeping system, if needed.
Treasurer Resources

Distinguished Club Program and Club Success Plan (Item 1111)  www.toastmasters.org/1111
Success Communication Series and Success Leadership Series  www.toastmasters.org/successprograms
Submitting club dues  www.toastmasters.org/clubcentral
Use of Toastmasters materials  www.toastmasters.org/memberlists
This concludes the session.

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