
Treasurer

Club Officer Training



Treasurer

- ▶ Treasurer Role
- ▶ Treasurer Responsibilities
- ▶ Treasurer Education Resources



Session Objectives

- ▶ Identify your role within the club
- ▶ Fulfill your responsibilities within the club and club executive committee
- ▶ Find resources that help you fulfill your responsibilities

Treasurer Role



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.
- ▶ Present financial reports.

Outside the Club Meeting

- ▶ Submit club accounts for audit.
- ▶ Attend executive committee meetings.
- ▶ Reconcile deposits, expenditures and cash on hand.
- ▶ Ensure club meets government tax regulations.
- ▶ Receive financial correspondence.
- ▶ Prepare for audit committee.

The Executive Committee



Executive Committee - Your Responsibility

- ▶ 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?

Treasurer Resources



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.
- ▶ Review Policies and Protocol.
- ▶ 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.

Additional Resources

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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