

Treasurer

Club Officer Training



Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials (eg. Club Leader Handbook).
- ▶ Meet with outgoing executive committee, especially the outgoing treasurer.
- ▶ Review Policies and Protocol.
- ▶ Review records, financial reports and audit committee's report.
- ▶ Create a record-keeping system, if needed.

The Executive Committee



Executive Committee - Your Responsibility

Meet with the Executive Committee on a regular basis

- ▶ Prepare a budget.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Work with executive committee on Club Success Plan and Distinguished Club Plan.

Outside the Club Meeting

- ▶ Provide bank with a bank signatory card.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records and prepare financial reports.

The Club Meeting

- ▶ Before Club Meetings
 - ▶ Prepare a financial report for the club members
- ▶ During Club Meetings
 - ▶ Collect membership dues.
 - ▶ Report on club finances.



Outside the Club Meeting

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

Treasurer Resources



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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