

CLUB OFFICER ROLES

TREASURER

- ▶ Manages the club's bank account (if there is one), writing checks as approved by the executive committee and depositing membership dues payments and other club revenues
- ▶ Submits membership dues payments to World Headquarters (accompanied by names of renewing members)
- ▶ Keeps timely, accurate, up-to-date financial records for the club

RESPONSIBILITIES

Oversee Accounts

Prepare and oversee the club budget:

1. Create the budget at the beginning of the Toastmasters year in conjunction with the Executive Committee
2. Report on the club budget as needed at club and Executive Committee meetings
3. Manage the club bank account (if one exists)
4. Reconcile deposits, expenditures and cash on hand each month
5. Transfer club financial information to the incoming treasurer

Collect Membership Dues

1. Collect and submit membership dues payments to Toastmasters International World Headquarters.
2. Collect separate club dues and fees as designated in the club's Addendum of Standard Club Options.
3. Prepare and send membership dues statements to members by September 1 and March 1.
4. Submit all membership dues payments on or before October 1 and April 1.
5. Remind members that if membership dues are paid late, they will not be eligible for speech contests, education awards or club recognition in the Distinguished Club Program. In addition, they will not have access to Base Camp until their dues are paid.

Pay Bills

Write checks to disburse funds as necessary for club activities:

1. Pay for secretary's purchase of club materials and equipment.
2. Receive and pay bills from Toastmasters International.
3. Pay recurring bills, such as for meeting places and meals, as authorized by the executive committee.
4. Keep clear, accurate records of all financial transactions.

CHECKLIST FOR SUMMARY OF RESPONSIBILITIES

Before Club Meetings

- Prepare a financial report as necessary to be presented at the meeting

During Club Meetings

- Collect any payable membership- dues and fees from members
- Present the club financial report when necessary

Outside Club Meetings

- Reconcile deposits, expenditures and cash on hand each month
- Issue checks to cover club expenses
- Receive all bills and other financial correspondence for the clubs.