



### Expectations

As Treasurer, you serve a vital role in **District 99** and **Toastmasters** helping your club maintain accurate financial records. You are the club's accountant managing the bank account, writing checks as approved by the executive committee, and deposit membership dues payments and other club revenues. You are also in charge of submitting membership dues payments to World Headquarters (accompanied by the names of renewing members), filing necessary tax documents, and reporting the club's financial position.

### Responsibilities

During your term you are expected to:

- Record and maintain accurate and up-to-date financial club records
- Manage club bank account, make deposits, and write checks as approved
- Collect and submit membership and renewal dues
- Create budget
- File necessary tax documents
- Prepare documents for the Annual Audit Committee
- Prepare quarterly financial reports
- Hold yourself and other officers accountable including your attendance as a group of the first and second rounds of the club officer training
- Remain current with the Leader Letter
- Ensure that the following items are addressed in the monthly executive meeting agendas
  - Regular Club Business
  - Club Finances
  - Membership Renewals
  - Officer Reports
  - Gaining new members.
  - Progress in DCP
  - How to improve meetings
  - Mentoring program
  - Are members meeting their education goals, and how to help them.

I have read the above expectations for my role as Treasurer and agree to fulfill them to the best of my ability. I understand that if I fail in these responsibilities, it may result in my replacement.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club

\_\_\_\_\_  
Area



**Skills you will learn**

- Basic bookkeeping
- Budget monitoring
- Financial record control and maintenance
- Adhering to financial controls
- Critical thinking
- Organization and problem-solving
- Compliance with standard procedures