

Treasurer

Club Officer Training



Introductions

- ▶ First Time Club Officer

Introductions

- ▶ First Time Club Officer
- ▶ First Time Treasurer

Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



Agenda

- ▶ Treasurer Role
- ▶ Treasurer Responsibilities
- ▶ Fundraising Guidelines
- ▶ Treasurer Resources

Treasurer Role



Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Discussion

How does the treasurer support the club mission?

Treasurer Responsibilities



30-60-90
Days



On-going
Duties



Club &
Executive
Meetings

30-60-90 Days

30 Days

- ▶ Attend Training
- ▶ Read Materials
- ▶ Meet with Predecessor
- ▶ Audit
- ▶ Records
- ▶ Bank Accounts



30-60-90 Days

60 Days

- ▶ Club Success Plan
- ▶ Budget
- ▶ Set up financial records



30-60-90 Days

90 Days

- ▶ Collect membership dues.
- ▶ Submit membership dues.



On-Going Duties

- ▶ Collect and pay dues on or before October 1 and April 1.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.
- ▶ Reconcile deposits, expenditures and cash on hand.
- ▶ Receive financial correspondence

Club & Executive Meetings

Executive Meetings

- ▶ Prepare Budget
- ▶ Prepare Club Success Plan
- ▶ Present financial reports.
- ▶ Attend executive committee meetings.



Club & Executive Meetings

Club Meetings

- ▶ Collect membership dues.
- ▶ Report on club finances.



Fundraising Guidelines



Fundraising Guidelines

- No individual member profits
- At least 1/3 of club's total revenue is from member dues
- Conducted on infrequent and irregular basis
- Fundraising activity is legal in club's city, state, province or country

Fundraising Activities - Allowed

- Speechcraft, Success Communication Series, the Success Leadership Series, the Better Speaker Series
 - Fees charge not greater than 12 months TI membership (90 USD)
- Auctions or sales of **donated** goods
- Advertisements/Sponsorship of newsletters, websites, conference programs and event.
- Entertainment books or diner's books **only**.

Fundraising Activities – Not Allowed

- For social events for other charitable causes, scholarships, or educational funds
- Support a campaign at any level inside or outside
- Competitive and recreational events not directly related to Toastmasters. E.g. golf tournaments or walkathons.
- Any event with high degree of risk

Treasurer Resources



District and Club Resources



- ▶ Previous Treasurers
- ▶ Peers
- ▶ District Leadership
- ▶ D99 Website

Re-Cap



Re-cap

- ▶ 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.

Re-cap

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

This concludes the session.

Treasurer Club Officer Training

