



WHERE LEADERS ARE MADE

Treasurer

Role Overview

“The treasurer is responsible for club financial policies, procedures, and controls. The club treasurer receives and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The club treasurer shall make financial reports to this club and to the club executive committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the club treasurer’s term.”

Must support the Club Mission and encourage all members to do the same.

“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.”

Main responsibilities:

- As treasurer, you oversee accounts, collect membership dues and pay bills.
- Additionally, the responsibility listed under *Club Constitution: Article XI* “Each club should prepare a budget at the beginning of the year to designate income and expenses” normally falls to the Treasurer to do.

Before the Club Meeting

- Prepare a financial report as necessary to be presented at the meeting
- Prepare annual budget for presentation at Club Executive Meeting and Club Meeting.

At the Club Meetings

- Collect any payable membership-renewal dues and fees from members.
- Present the club financial report when necessary
- Present the Club’s budget when necessary

Outside the Club Meeting

- Prepare a budget.
- Create and send invoices (and reminders) when applicable.
- Collect and pay dues to World Headquarters.
- Submit new member applications and dues to World Headquarters.
- Pay club expenses.
- Keep records of all financial transactions.
- Reconcile deposits, expenditures, and cash on hand each month.
- Attend executive committee meetings.
 - Present verbal and written quarterly financial reports to the executive committee.
 - Submit club accounts for audit.

Resources

The following resources are available to assist you in your role:

- [Club Leadership Handbook](https://www.toastmasters.org/resources/club-leadership-handbook) (https://www.toastmasters.org/resources/club-leadership-handbook)
- [Treasurer Training Video](http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/Treasurer_v2_06072017/story_html5.html) (http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/Treasurer_v2_06072017/story_html5.html)
- [District 17 Website](https://toastmastersd17.org/resource/help-for-treasurers/) (https://toastmastersd17.org/resource/help-for-treasurers/)
- President
- Club Officer Training
- [Governing Document](https://www.toastmasters.org/leadership-central/governing-documents) (https://www.toastmasters.org/leadership-central/governing-documents)

Opportunities for Skill Development as a Treasurer

As a Club Treasurer you will have the opportunity to develop the following skills:

- Budget Preparation
- Revenue Tracking
- Revenue Forecasting
- Money Management
- Policy Administration
- Purchasing
- Consulting
- Organisational Skills
- Accounting Skills
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The Next Step

Once you finish your term as the club's Treasurer you might like to take on another committee role where you can continue to grow your leadership and interpersonal skills.

Summary

- The treasurer is responsible for managing the club bank account, collecting and submitting dues, keeping accurate records and preparing and presenting a budget.
- Along with the entire executive committee they are responsible to deliver a positive member experience, achieve goals, drive membership growth and look for future leaders.

Enjoy your term as Treasurer!