

Treasurer Training Handout

For use at the 2016-2017 Division G-hosted Officer Training Sessions

The three R's are:

Role

Responsibilities

Resources

R1 is Role (see Club Leadership Handbook (CLH) page 37, first two paragraphs under Treasurer).

Role paragraphs distilled:

- Manage club bank account
- Write checks and make deposits of dues and other revenue
- Make dues payments to World Headquarters, likely via Club Central

R2 is Responsibilities (see them under the three headings on CLH pages 38 and 39). Your goals:

- An effective spreadsheet or other system to maintain financial transactions.
- Timely requests for and processing of member dues payments.
- Regular financial reports to the members and/or executive committee.
- Familiarity with Search Club Receipts and Pay dues sections of Club Central.
- An accurate budget prepared at the beginning of the club year
- An efficient audit conducting at the end of the club year

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas.
- CLH manual page 40 links to resources on Toastmasters International Web site.
- Who/what else? Your predecessor as club treasurer. Treasurers at other clubs (pay 'em a visit!)

Homework assignment

1. Attend as many officer training sessions as you can.
2. Read pages 37 through 40 in the Club Leadership Handbook.
3. Check out the resources on page 40.
4. Consider a spreadsheet in addition to the checkbook register to keep track of credits and debits.
5. If your club does not currently have the treasurer make a brief report at club meetings and/or executive committee meetings, share with the other officers your desire to do so.
6. If your club does not currently prepare an annual budget and conduct an annual audit, share the importance of doing so with the other officers.