



## Treasurer Training Script

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

Based on Treasurer Club Officer Training manual (T.I. Item 1313G Rev. 03/2015).

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### NOTE TO LEADER

Sometimes group discussion goes on for too long or gets off track. Try bringing the group's attention back to the topic by referring to this script and inviting members to continue their conversations after the session.

For example: "I'm glad we all have so many success stories to share about our time with Toastmasters, and I encourage you to continue these conversations after the session. For now, let's get back to discussing your responsibilities on the executive committee."

### Session Introduction

My name is <name>. As a training facilitator, I am responsible for conveying the information that club officers need to fulfill their roles. Why? Because well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. That last point is reinforced by statistics reported by the District 38 Chief Information Officer, who has told us that about 80% of the clubs who have their officers trained achieve some level of distinguished status.

We're going to look at the three R's, and they're not Reading, 'Riting and 'Rithmetic. They are:

Role

Responsibilities

Resources

I assume you all brought your Club Leadership Handbook which your new club president should have received and given to you. Put a bookmark at page 37 as that's where we'll be going shortly.

A little about me. [Describe your background in Toastmasters. Highlight the awards you've received, how long you've been a member and in which club officer roles you've served.]

Congratulations on your election! As treasurer you are the club's accountant. You are responsible for managing the bank account, collecting dues and submitting forms to World Headquarters.

Alright, let's jump in. First R! Turn to page 37 in your Club Leadership Handbook, please. I need a volunteer to read the first two paragraphs under Treasurer as they describe your role.

[Discuss briefly, focusing on the major tasks. Ask for trainee thoughts about the second paragraph.]

[Read the club constitution section which describes the office.]

R2 is Responsibilities. There are three of them and they're identified under the headings on pages 38 and 39. We'll go through them quickly and your homework assignment is to review them thoroughly. If you have questions about these, ask! Ask me today, ask someone with treasurer experience, ask your area director, but ask!

\* **Oversee Accounts** [Poll: how many clubs represented by trainees prepare a budget at the start of the year? How about make a regular financial report at club and/or executive committee meetings? Review all this. Tax item not applicable to us.]

\* **Collect Membership Dues** [Review this. If club uses Free Toast Host, the built-in dues management allows sending of renewal statements and maintaining a record of member payments. Note the dues increase in October.] Timely payment of dues is both important to the club and a sign of professionalism on the part of the member. You should familiarize yourself with the Pay Dues screens in Club Central.

\* **Pay Bills** [Review this. Are trainees familiar with monthly club statement from T.I. (shows record of dues paid)? This statement is also available via Club Central.]

Your responsibilities are in three categories as you can see under the Summary of Responsibilities heading on page 39.

**Before Club Meetings:** [Read aloud.] This report can and should be simple! An example: "We received N dollars in dues, reimbursed Joe N dollars for expenses, and sent N dollars to T.I. for dues payments. Our current account balance is N dollars."

**During Club Meetings,** you collect dues from members and perhaps reimburse members who have approved expenditures. At the appropriate part of the meeting, usually the business session at the start or end of the meeting, present your financial report. Regular reporting like this to the members keeps them abreast of club health and conveys to guests a sense of professionalism.

**Outside Club Meetings:** [Review all of this except inapplicable items 2 and 3. Poll: how many trainees come from clubs which perform an annual audit? Review the "Items to Prepare for the Audit Committee" section and describe how the audit is performed: Receipts, deposit slips and dues statements are compared to check book register and bank statements. Review the examples of club expenses in the box at the right of the page.]

Common Scenarios Treasurers Face: [either review some of this material quickly or let it be homework].

R3 is Resources. Your first resource is right here, right now. Officer training. Even if your club elects officers on an annual basis I strongly recommend you attend the summer and winter training. Get to as many sessions as you can, not so you can hear the same lecture over and over again, but so that you can hear from and exchange ideas with as many of your fellow treasurers and Toastmasters as possible. It's the N word: Networking. If you turn to page 40, you'll see a list of links to resources on the T.I. site. If you go to the Shop part of the T.I. site and type in those item numbers, you'll be able to either purchase them or download (most of them) at no cost. Another resource would perhaps be the treasurer who preceded you. Visits to other clubs are also a great way to see how your counterparts elsewhere do their job.

Let's summarize by presenting your 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.

Time for Q&A.

Distribute evaluation form to encourage feedback for improvement. ***Trainees should turn this in at the sign-in desk before they leave.***

[END]