

Treasurer

Name		
Email		Phone
Special Notes		

Key Responsibilities

Responsibilities	Due Date	Pathways Project	Support
<input type="checkbox"/> Manage the clubs bank account, make deposits (membership dues), and write checks			
<input type="checkbox"/> Create club budget (annually)			
<input type="checkbox"/> Send reminder notices for membership dues			
<input type="checkbox"/> Collect and submit membership dues to Toastmasters International	30-Sep/31-Mar		
<input type="checkbox"/> Present financial statements at Club Executive meetings			
<input type="checkbox"/> Prepare documents for the Annual Audit Committee			
<input type="checkbox"/> Club Success Plan (Supporting Role)			Support President
<input type="checkbox"/> Attend Club Office Training (June-Aug and Nov-Feb)			
<input type="checkbox"/> Keep up to date with the District Dispatch and Toastmasters Navigator newsletters			
<input type="checkbox"/>			
<input type="checkbox"/>			
Optional (Club Specific)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Year-ahead Checklist

First 60 days (Jul-Aug)
<input type="checkbox"/> Attend Club Officer Training (June-Aug)
<input type="checkbox"/> Change signing authorities with bank
<input type="checkbox"/> Club Success plan (Assist)
<input type="checkbox"/> Prepare annual budget
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with past Treasurer for handover
<input type="checkbox"/>
<input type="checkbox"/>

Next 120 days (Sep-Dec)
<input type="checkbox"/> Collect & submit dues to TMI (Sept 30)
<input type="checkbox"/> Present club financials at club executive meetings
<input type="checkbox"/> Present financials at club business meetings
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Next 180 days (Jan-Jun)
<input type="checkbox"/> Attend Club Officer Training (Nov-Feb)
<input type="checkbox"/> Collect & submit dues to TMI (Mar 31)
<input type="checkbox"/> Present club financials at club executive meetings
<input type="checkbox"/> Present financials at club business meetings
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with new Treasurer for handover
<input type="checkbox"/> Attend District Conference
<input type="checkbox"/>

Educationals / Training

(Optional) Each club executive could present an educational at a club meeting

Educational / Training Topic	Pathways Project	Presenter
<input type="checkbox"/> Examples:		
<input type="checkbox"/> Moments of Truth (Due by Oct 31)	L5 - Lessons Learned	
<input type="checkbox"/> How to write a speech	L3 - Inspire your audience	
<input type="checkbox"/> How to give an evaluation	L4 - Question & Answer Session	
<input type="checkbox"/> Meeting Roles and Responsibilities	L1 - Research & Presenting	
<input type="checkbox"/>		

Distinguished Club Program

Requirements	30-Sep	31-Mar
<input type="checkbox"/> Membership Renewals Due On Time		

Other Tasks

<input type="checkbox"/>	
<input type="checkbox"/>	

