

Treasurer Role

CLUB DUTIES

- Attend bank with Secretary, President & outgoing President to sign bank card
- Pay all bills promptly
- Prepare an annual budget for the club
- Notify each member in writing of TM & Club dues payable (August 15th & February 15th)
- Collect TM International and Club dues

RECORDS & REPORTS

- Submit semi-annual membership report and membership roster and dues to TM International by April 1st and October 1st on line.
- Keep complete and accurate records of all financial transactions
- Present a verbal and written report monthly to executive & quarterly to membership
- Submit club accounts for audit near the end of your term
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OUTSIDE CLUB ACTIVITIES

- Attend Club officer training semi-annually

AT THE CLUB MEETING

- Guests greeted warmly & enthusiastically introduced
- Allow time before & after meeting to speak with guests
- Meetings start and end on time
- Discuss the Club's plan and progress with members

SKILLS DEVELOPMENT/CAREER ASSESSMENT

- Budget Preparation
- Revenue Tracking
- Revenue Forecasting
- Revenue Generation
- Money Management
- Policy Administration
- Purchasing
- Consulting