

Standards for Success

Every club officer has performance standards to meet. These standards aid officers in understanding their roles and help club members know what they should expect from officers. The rest of this manual provides information you need to meet your standards.

A Treasurer must:

At the Club Meeting

- Receive completed new member applications and dues
- Announce when dues are due and explain dues structure
- Greet members and guests

Outside of the Club Meeting

- Attend district-sponsored club officer training
- Prepare a budget to be approved by the executive committee and membership within one month of taking office
- Provide the bank with a new signature card by July 1 and January 1
- Prepare and send dues statements to club members by August 15 and February 15
- Collect and pay dues to World Headquarters by October 1 and April 1, and work with the vice president membership (VPM) to contact members who have not paid dues. Pay dues online at www.toastmasters.org/clubbusiness
- Submit new member applications and dues to World Headquarters within 48 hours after receipt. Add new members online at www.toastmasters.org/clubbusiness
- Pay bills as due
- Keep records of all financial transactions
- Present verbal and written financial reports to the executive committee quarterly (October 15, January 15, April 15, and July 15)
- Submit club accounts for audit
- Attend club executive committee meetings
- Arrange for a replacement when unable to attend a meeting and for assistance if necessary
- Prepare your successor for office

Attend Club Officer Training

Pay Bills as Due

Prepare a Budget

Keep Records of All Financial Transactions/Income Tax

Fundraising

Acceptable Fundraising Activities
Unacceptable Fundraising

Present Financial Reports

Submit Club Accounts for Audit

Activities

Provide the Bank with a New Signature Card

Attend Executive Committee Meetings

Prepare and Send Dues Statements

Arrange for a Replacement or Assistance

Collect and Send Dues to World Headquarters

Prepare Your Successor

