

Before Club Meetings:

- Prepare a financial report as necessary to be presented at the meeting.
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During Club Meetings:

- Collect any payable membership-renewal dues and fees from members.
- Present the club financial report when necessary.
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Outside the Club Meeting:

- Prepare the budget.
- Provide the bank with a bank signatory card.
- Collect and pay dues to World Headquarters.
- Submit new member applications and dues to World Headquarters.
- Issue checks to cover club expenses.
- Keep records of all financial transactions.
- Present verbal and written quarterly financial reports to the executive committee.
- Submit club accounts for audit.
- Attend club executive committee meetings.
- Reconcile deposits, expenditures, and cash on hand each month.
- Ensure club meets government tax regulations.
- Receive bills and other financial correspondence for the club.
- Prepare for the audit committee near the end of your term of office.
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Participate in the executive committee.

- Prepare a budget.
- Present verbal and written quarterly financial reports.
- Submit club accounts for audit to the audit committee.
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Additional Resources:

- Club Leadership Handbook (Item 1310)
- Distinguished Club Program and Club Success Plan (Item 1111)
- Success Communication Series and Success Leadership Series
- Submitting Club Dues
- Use of Toastmasters materials
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