

Club Treasurer Guide

The club Treasurer is essentially the club's accountant. He/She is responsible for handling the club's money, reimbursements and collection of dues. It is vital that the treasurer maintain accurate records and give financial reports to educate the Executive team about the club's funding and spending. The treasurer should be hardworking and willing to do his/her best to see that all financial matters are completed in an accurate and organized manner.

Duties & Responsibilities:

- Collect member dues. In coordination with the secretary, forward dues, the invoice, and your club's Membership Roster to the International Office.
- Prepare and maintain the club's budget plan, present it to the board for approval, and ensure that club activities adhere to the budget.
- Keep accurate financial records throughout the year
- Transact business through a bank or school account.
- Inform the sponsoring Kiwanis Club of the financial standings of the club.
- Disburse funds and pay bills promptly as approved by the board of directors.
- Bill members for unpaid dues.
- Deposit club funds.
- Understand and abide the school and club policies regarding student financial accounts
- Work carefully and closely with executive board to reduce club spending and increase raised funds.
- Support my club by providing help for all subjects relating to finances

The responsibilities of a Club Treasurer differ from each club, and a candidate for the office of Club Treasurer should acknowledge that it may be required that extra responsibilities are accepted and accomplished.

Treasurer's Officer Service Agreement

Key Club of _____

Division _____

As a Key Club Officer Candidate for Treasurer of my high school's Key Club, I, _____, do hereby declare myself willing to assume the duties and responsibilities of the office of Club Treasurer.

In my term I will:

1. Maintain the quality of my schoolwork and keep up-to-date with club matters so that permission may be obtained from parents and school authorities for occasional absence on Key Club business.
2. Keep precise and organized financial records of all club spending
3. Understand and follow the district constitution and bylaw.
4. Co-operate and work with the other club executives and the District Secretary-Treasurer.
5. Collect, record and forward dues to the Key Club International Office.
6. Continuously monitor the club's progress in terms of raised funds.
7. Be educated on the school's and clubs policies that are set in place for creating and maintaining a financial account.
8. Deposit funds into club account frequently and continuously record any deposits.
9. Consult my board before making major decisions, consider all Key Club members' ideas, and make these decisions clear to my Key Club Members.
10. Inform the executive members of strengths and weaknesses relating to finances.
11. Promote Key Club in my school and community, and recruit new members to my club.
12. Be open to the advice of Kiwanis Advisor and Staff Advisor, and make changes to budget on their advice.
13. Attend all club meetings and club activities.
14. Prepare and train next year's Treasurer for their respected duties and responsibilities.
15. Make certain all members are active and involved.
16. Attend divisional training conferences and divisional meetings.
17. Continuously monitor the club's financial progress.
18. Adhere to the annual budget scheme and make all efforts to reduce expenditures.
19. Attend to convention materials and finances (if applicable) relating to them.

Failure to meet the duties/responsibilities as outlined in the Service Agreement may result in removal from the office to which I am elected by the club officer board and advisors.

KEY CLUB®

Eastern Canada District

I understand that the conduct of any Key Club business by any means (in person or electronic) shall abide by the Key Club Code of Conduct.

[CANDIDATE'S SIGNATURE]

[DATE]

As the parent/guardian of this candidate, I have read this Service Agreement and support him/her in this decision to run for office and I am ready to support him/her throughout the term of office.

[SIGNATURE OF PARENT/GUARDIAN]

[DATE]

CANDIDATE'S GENERAL INFORMATION

[PRINTED NAME]

[BIRTH DATE]

[EMAIL ADDRESS]

[MEMBER ID #]

[PREFERRED PHONE NUMBER]

PLEASE CIRCLE ONE

MALE

FEMALE

If you have any questions about the Service Agreement form or about the responsibilities/duties, please talk to an executive of this club.