

CLUB TREASURER

Tragicomedy Toastmasters



Agenda

RESPONSIBILITIES	What does being a Club Treasurer entail?
MANAGEMENT	How to manage our club finances?
TRACKING	How to update and track everyone's payments?
RESOURCES	Tools to use as Club Treasurer.

For more info:

<https://tragicomedy.toastmost.org/club-officers/treasurer/>

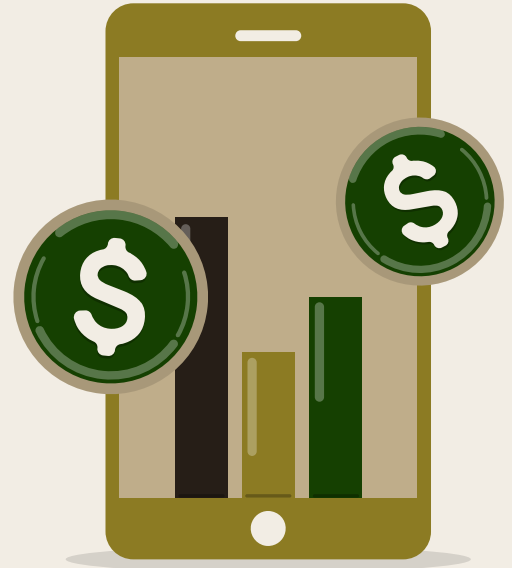


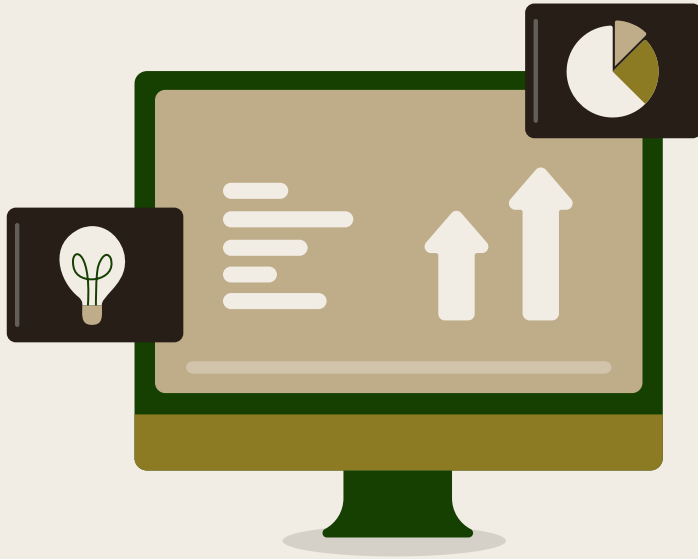
Responsibilities

1. Ensure you are reaching out to club members and new aspiring Tragicomedians
2. Have a great grasp on how to work Club Central
3. Updating and tracking club finance spreadsheets
4. Answer any questions related to club finances for members and prospective guests

Management

1. Submit payments through Club Central on Toastmasters International Website using our AMEX bank account:
<https://www.toastmasters.org/>
2. Use the Club Timeline Spreadsheet to stay up to date with payment schedule dates and deadlines
3. Remember: you also have your Club Officers to rely on, and Toastmasters International Club and Member Support team at +1 720-439-5050, for your own assistance as well





Tracking

1. Use Zeffy to update our AMEX bank account spreadsheet
2. Update our club website
3. Download monthly club bank statements and share with all Club Officers
4. Remember to always be thorough and transparent

Be sure to update the VPE when you have processed a new member's payment in order for them to be assigned a mentor.

Resources

- Toastmasters International Club Central
<https://www.toastmasters.org/my-toastmasters/profile/club-central>
- Club Timeline Spreadsheet
- Tragicomedy Toastmasters Zeffy
- American Express Club Bank Account
- AMEX Club Bank Account Spreadsheet
- Tragicomedy Toastmasters Club Officer Role:
<https://tragicomedy.toastmost.org/club-officers/treasurer/>
- Toastmasters International Finance and Accounting Team:
<https://www.toastmasters.org/about/contact-us/world-headquarters-emails>
- Toastmasters International Club and Member Support Hotline: +1 720-439-5050