



CLUB TREASURER STANDARDS

Outside the Club Meeting:

- 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/January 1.
- Prepare and send dues statements by August 15/February 15.
- Collect and pay dues to World Headquarters by October 1 and April 1, and work with the vice president membership to contact members who have not paid dues.
Pay Dues Online:
 - [Login](#)
 - Go to the **Members Site**
 - Click on **Club Central** link on the left-hand side
 - Choose the club you would like to work with
 - Click on **Pay Dues**
- Submit new member applications and dues to World Headquarters within 48 hours of receipt. Add new members online.
- Pay bills as due.
- Keep records of all financial transactions.
- Present verbal and written financial reports quarterly (October 15, January 15, April 15 and July 15).
- Submit club accounts for audit.
- Attend club executive committee meetings.
- Attend district-sponsored club officer training.
- Arrange for a replacement if unable to attend a meeting.
- Prepare successor for office.

At the Club Meeting:

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