

Role of the Treasurer

1. Prepares an annual budget for the Club.
2. Provides the bank with a new signature card.
3. Notifies each Club member in writing of dues payable.
4. Collects payable dues and fees.
5. Issues checks to World Headquarters for semiannual membership dues and New Member Fees.
6. Pays all bills promptly.
7. Keeps complete and accurate records of all financial transactions.
8. Presents a verbal and written financial report monthly.
9. Submits Club accounts for audit.
10. Attends and participates in Executive Committee meetings.