

CLUB TREASURER MENTOR CHECKLIST

The following training should be conducted by the Club Officer Mentor within 30 days

Club Name: _____ Club Number: _____

Club Treasurer Name: _____

Club Treasurer's Contact Information: _____

Roles and Responsibilities:

1. Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors.
2. Pay out monies in payment of club obligations only on authority given by the board of directors. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors.
3. Keep and maintain general records of club receipts and disbursements.
4. Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club.
5. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

Resources: Material may be covered over multiple sessions

Introduce the new club treasurer to the club resource center and the Lions learning center on the LCI website and cover in detail the following materials.

- Standard Form Club Constitution and By-Laws – Review the sections of the [Constitution and By-Laws](#) and review the sections in detail, noting when the information might be applied.
- Member Center: Leadership Development Section: Training Materials: [Club Officer Orientation – Club Treasurer](#)

Provide the club treasurer with a link and, when possible, go through the presentation in person so they have a thorough understanding of the roles and responsibilities and sources of information that can be accessed if additional information is needed.

The course includes:

Role of Treasurer	Record-Keeping and Reports
Board of Directors	End of Term
Meetings	Leadership
Keeping Funds in Order	Resources
Paying Obligations	

- Provide additional resources, sample budgets, reports, and other materials that the club treasurer might find helpful. If needed, acquaint the club treasurer with local laws and/or regulations and refer him or her to the necessary resources or contacts for additional information.
- Encourage the new club treasurer to contact you with questions and ideas.
- Encourage the new club treasurer to attend the zone meetings or to visit your club to see how other clubs are managed.