

CLUB TREASURER MENTOR CHECKLIST

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

Club Name: _____

Name: _____

Email Address: _____ Phone Number: _____

Roles and Responsibilities (for full description, please see the Standard Form Club Constitution and By-Laws):

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. With club secretary issue statements to each member for dues and other financial obligations owed to this club.
5. Prepare and submit monthly and semi-annual financial reports to the board of directors of this club.
6. 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: Introduce the new club treasurer to the resources as noted below. (Material may be covered over multiple sessions):

- ☐ Review the club treasurer webpage.
- ☐ Standard Form Club Constitution and By-Laws: Review the sections of the Constitution and By-Laws in detail, noting when the information might be applied.
- ☐ Lions Learning Center (LLC) available on the Lions Clubs International website by clicking on the Member Login link.
 - Club Officer Training – Introductory overview of club officer roles and responsibilities and club structure.
 - Club Treasurer Responsibilities – This module provides basic information and resources necessary to prepare for the position of club treasurer.
- ☐ MyLCI: Review the task specific help screens for their role as club treasurer.
- ☐ 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 to him or her to the necessary resources or contacts for additional information.
- ☐ Encourage the club treasurer to visit your club to see how other clubs are managed.

Club Treasurer correspondence from LCI: Encourage the club treasurer to have a unique email on file to ensure that they don't miss out on important, helpful communication.