

District 3 TLI

~ Nuts & Bolts ~
for
Secretary, Treasurer, and SAA



Session Objectives

Identify:

- *Role within the club*
- *Responsibilities to club members*
- *Responsibilities as part of Club Executive Committee*
- *Resources*

Secretary

- Take minutes during club meetings and executive committee meetings
- Organize and maintain club records and files
- Update and distribute membership rosters
- Update the club officer list with Toastmasters International
- Request supplies as needed
- Vote at International business meeting

Treasurer

- Create Budget
 - Present Budget from Club Exec Comm to Club Members for approval
- Manage Club Bank Account
 - Bank signings
- Maintain Financial Records.
 - Every purchase approved by Club Members
 - Every reimbursement must have a receipt
 - Prepare & present quarterly financial Report to club
- Collect, Submit, and Pay new members dues and dues renewals

Sergeant at Arms

- Present to Club Executive Committee status of meeting space, cost and changes
- Manage club equipment and materials
 - Distribute club materials during club meetings
- Manage and prepare meeting facilities
- Provide membership information to guests
- Chair Social & Reception committees

Q & A



Best Practices

Contact:

PeterSalazarDTM@gmail.com