



Treasurer

CLUB OFFICER TRAINING

TOASTMASTERS INTERNATIONAL

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PREPARE FOR TRAINING

Welcome to Club Officer Training. As a training facilitator, you are responsible for conveying the information that club officers need to fulfill their roles. Well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. All of these abilities contribute to fulfill the club mission.

Club officers dedicate valuable time and provide a tremendous service to Toastmasters. It is important that they understand the importance of their roles and know how appreciated they are.

While many club officers will be content, and even enthusiastic, about their new responsibilities, others may feel uncertain and obligated. Attending the training and fulfilling their roles implies great commitment deserving of recognition.

As a training facilitator, it's important not to overwhelm club officers. Be sure to impart to them that support is close at hand. Their fellow club officers, district leaders, and the staff at World Headquarters are all available and eager to assist them.

Each session in the Club Officer Training consists of a facilitator guide and a PowerPoint presentation.

Facilitator Guide

This is a tool to guide the facilitator in teaching the session. Each session includes a corresponding facilitator guide. The facilitator should print him or herself a copy of the facilitator guide for each session.

PowerPoint Presentation

This is to be presented by the facilitator during the session. There is one presentation for each session. The facilitator downloads the presentation to his or her laptop before the training and makes sure to have a projector and screen available during the session. The PowerPoint slides correspond to instructions in the facilitator guide.

Facilitator Preparation

Before the training, review *From Speaker to Trainer* (Item 257A) for instructions about presenting, especially if you are new to facilitating training sessions.

Learn about the location where the training takes place. Determine the best way to set up the room, and confirm the equipment that is available there.

Communicate with participants well in advance. Make sure they know what to expect — where to go, what to bring, how long sessions last, and so on. Send reminders as the training date nears.

Visit the Virtual Brand Portal at www.toastmasters.org/vbp for templates to create professional-looking agendas, training invitations, name cards, and other material for the sessions.

USING THE FACILITATOR GUIDE

The facilitator guide is designed to be easy to use with detailed instructions. Nonetheless, be personable; it's okay to add your own anecdotes to the sessions and share what is unique in your district.

The facilitator guide of each session is organized the same way:

- The introduction begins with an explanation of the session.
- An overview lists the topics presented in the session.
- Objectives are what the club officers will be able to do as a result of attending the session.
- The materials you need to conduct the session are listed after the objectives.
- The length of time it should take you to conduct the session is suggested under the heading Duration.
- Beginning with the title of the first section, the guide presents a series of step-by-step instructions telling you exactly how to conduct the session.
- Throughout the guide, notes to the facilitator provide you with information to help you understand the purpose of the subsequent section or activity. By understanding what club officers are meant to learn, you can more easily guide discussions and answer questions.
- The outside margins provide space for you to take notes.

Verbs

To help the facilitator refer to the guide at a glance, a limited number of verbs are used to begin each of the numbered steps in the sessions:

1. **SHOW:** to present a visual aid
2. **PRESENT:** to impart knowledge pertinent to session objectives
3. **TELL:** to offer information not directly relevant to session objectives
4. **ASK:** to request actual answers from participants (At times, the question is followed by possible answers. Give participants an opportunity to offer answers; then share any that weren't covered.)
5. **INSTRUCT:** to tell participants to do something
6. **TIME:** to keep track of time
7. **WRITE:** to record ideas so they are visible to participants
8. **DISCUSS:** to facilitate a conversation among the group

Icons

The following icons appear in the margins throughout the facilitator guide to indicate specific actions the facilitator takes at that step:



Show a visual aid.



Ask questions.



Write on a flipchart.



Instruct participants to work in small groups.

10 minutes



Track time.

Bullet Points

Color-coded bullet points in the facilitator guide also help you stay on track:

- Session objectives and materials are listed in the overview of each session with yellow bullet points.
- Light blue bullet points indicate content-related information to share with participants.
- Questions are posed using navy blue bullet points.
 - At times, questions are followed by possible answers. Give participants an opportunity to offer answers; then share any that weren't covered.



Treasurer

NOTE TO FACILITATOR

During this session, you will present content, lead brief discussions and coordinate two activities to familiarize treasurers with their role and responsibilities.

First, you will present the role and use an activity to encourage participants to reflect on how the treasurer supports the club mission.

Second, you will present specific responsibilities of the treasurer in the club meeting, outside the club meeting and on the executive committee. Then, you will lead an activity to help treasurers prioritize their duties.

Third, you will present participants with a checklist to help them get started in their role.

Introduction

The purpose of this session is to help treasurers understand their role in the Toastmasters club.

Overview

First, treasurers learn about their role within the club. Then, they identify the responsibilities of their role within club and club executive committee meetings. To conclude, treasurers find specific resources to help them fulfill their responsibilities.

In this session, facilitators present the following topics:

- Treasurer Role
- Treasurer Responsibilities
- Treasurer Resources

Objectives

After completing this session, treasurers will be able to:

- Identify their role within the club
- Fulfill their responsibilities within the club and club executive committee
- Find resources that help them fulfill their responsibilities

Materials

- Prezi
- Flipchart
- Markers

Time

- 1 hour

Facilitator Resources

- [Club Leadership Handbook \(Item 222\)](#)

Introduction

NOTE TO FACILITATOR

When you introduce yourself, be sure to mention your background in Toastmasters. Highlight the awards you've received, how long you've been a member and what club officer roles you've served.

If someone asks you a question and you don't know the answer, send the question back to the group. Try asking, "What do you all think?" or "Does anyone have insight on this issue?" Club officers who have served before are great resources.

1. SHOW the Introduction slide.



2. PRESENT

- Congratulations on your election! As treasurer you are the club's accountant. You are responsible for managing the bank account, collecting dues and submitting forms to World Headquarters.

NOTE TO FACILITATOR

Make an effort to vary your tone of voice when reading information off of slides.





3. SHOW the Session Agenda slide.

Agenda



▶ Treasurer Role



▶ Treasurer Responsibilities



▶ Treasurer Resources

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4. PRESENT the session agenda:

- Treasurer Role
- Treasurer Responsibilities
- Treasurer Resources



5. SHOW the Session Objectives slide.

Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



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6. PRESENT the session objectives:

- After completing this session, you will be able to:
 - Identify your role within the club

- Fulfill your responsibilities within the club and club executive committee
- Find resources that help you fulfill your responsibilities

Treasurer Role

(25 minutes)

NOTE TO FACILITATOR

As you present the treasurer role, think about your experience. If you have served as a treasurer, identify examples you can share with participants.



1. SHOW the Treasurer Role slide.



2. TELL treasurers they can find information about their role in the *Club Leadership Handbook* (Item 1310).

NOTE TO FACILITATOR

When asking a question to the group, give participants time to think. Wait at least 10 seconds for participants to reflect and respond.



3. ASK
 - What is the essence of the treasurer role?
 - The treasurer is the club's accountant

NOTE TO FACILITATOR

Leading large group discussions is easier when participants raise hands and wait to be called on before speaking. This ensures that everyone is heard and interruptions are minimal.

4. PRESENT

- Through this session you will learn how to make this manageable.

NOTE TO FACILITATOR

Sometimes group discussion goes on for too long or gets off track. Try bringing the group's attention back to the topic by referring to the session agenda and inviting members to continue their conversations after the session.

For example: "I'm glad we all have so many success stories to share about our time with Toastmasters, and I encourage you to continue these conversations after the session. For now, let's get back to discussing your responsibilities on the executive committee."

5. ASK

- What are the responsibilities of the treasurer?
 - Oversee accounts
 - Collect membership dues
 - Pay bills

6. Write responses on a flip chart.

7. PRESENT

- Your role as treasurer as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "The treasurer is responsible for club financial policies, procedures, and controls. The club treasurer receives and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The club treasurer shall make financial reports to this club and to the club executive committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the club treasurer's term."
- The constitution provides a definition. Yet, there are many responsibilities that make up the day-to-day activities of a treasurer.
- Everything you do as treasurer should support the club mission.





Activity: Treasurer Role

NOTE TO FACILITATOR

For this activity, you will review the club mission statement with the group and ask participants to get into teams of four. Each team will be asked to brainstorm how their role supports the club mission.



1. SHOW the Activity: Treasurer Slide.



2. ASK

- What is the club mission?
 - We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.



3. INSTRUCT treasurers to arrange themselves in teams of four.
4. INSTRUCT teams to spend 15 minutes brainstorming how the treasurer supports the achievement of the club mission.

NOTE TO FACILITATOR

Walk around during the team discussions. This will allow you to answer any questions that come up and give you an idea of the responses the teams will share.

15 minutes



5. TIME 15 minutes.

NOTE TO FACILITATOR

Indicate that time is up with a positive statement such as “Let’s talk together now” rather than simply announcing, “Time’s up!”

6. INSTRUCT each team to share their findings with the group.
7. INSTRUCT treasurers to return to their seats.

Debrief: Treasurer Role

1. PRESENT

- As treasurer, you oversee accounts, collect membership dues and pay bills.
- Everything you do as treasurer supports the club mission.
- Let’s take a closer look at your responsibilities and the tools you can use to fulfill your role.



Treasurer Responsibilities



1. SHOW the Treasurer Responsibilities slide.



2. PRESENT

- Your treasurer responsibilities are in three categories:
 - The Club Meeting
 - Outside the Club Meeting
 - The Executive Committee
- We'll start by exploring your club meeting responsibilities.

The Club Meeting

1. SHOW the Club Meeting slide.



The Club Meeting

- ▶ Before Club Meetings
- ▶ During Club Meetings



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2. PRESENT

- Your club meeting responsibilities are split into two types:
 - Before Club Meetings
 - During Club Meetings

3. SHOW the Before Club Meetings slide.



Before Club Meetings

- ▶ Prepare a financial report.



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4. PRESENT

- Before Club Meetings

- Prepare a financial report as necessary to be presented at the meeting.



5. SHOW the During Club Meetings slide.

The slide is titled "During Club Meetings" in a dark blue header. Below the title, there are two bullet points: "▶ Collect membership dues." and "▶ Report on club finances." To the right of these points is a photograph of several people sitting around a long table in a meeting room, looking at documents. At the bottom of the slide, there is a small logo for Toastmasters International and the website address "www.toastmasters.org".

6. PRESENT

- During Club Meetings
 - Collect any payable membership-renewal dues and fees from members.
 - Present the club financial report when necessary.



7. ASK

- What can you do as treasurer to make sure membership dues are submitted on time?



8. Write responses on a flip chart.

Outside the Club Meeting

1. SHOW the Outside the Club Meeting slide.



Outside the Club Meeting

- ▶ Prepare a budget.
- ▶ Provide bank with a bank signatory card.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.



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2. PRESENT

- Outside the Club Meeting
 - Prepare a budget.
 - Provide the bank with a bank signatory card.
 - Collect and pay dues to World Headquarters.
 - Submit new member applications and dues to World Headquarters.
 - Issue checks to cover club expenses.
 - Keep records of all financial transactions.



3. SHOW the Outside the Club Meeting slide.

Outside the Club Meeting

- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Attend executive committee meetings.
- ▶ Reconcile deposits, expenditures and cash on hand.



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4. PRESENT

- Outside the Club Meeting
 - Present verbal and written quarterly financial reports to the executive committee.
 - Submit club accounts for audit.
 - Attend executive committee meetings.
 - Reconcile deposits, expenditures, and cash on hand each month.



5. SHOW the Outside the Club Meeting slide.

Outside the Club Meeting

- ▶ Ensure club meets government tax regulations.
- ▶ Receive financial correspondence.
- ▶ Prepare for audit committee.



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6. PRESENT

- Outside the Club Meeting
 - If your club is located within the state of California, file the 199N with the Franchise Tax Board by May 15 for the previous year.
 - The 199N is filed electronically and typically only takes 10 to 15 minutes to complete.
 - Failure to file ultimately jeopardizes your club's tax-exempt status and subjects your receipts to income taxes.
 - If your club is outside the U.S., consult a tax advisor to ascertain your government's tax regulations.
 - Receive all bills and other financial correspondence for the club.
 - Prepare for the audit committee near the end of your term of office.

The Executive Committee

1. SHOW the Executive Committee slide.



The Executive Committee

- ▶ Prepare a budget.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Work with executive committee on Club Success Plan.



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2. PRESENT

- Now that we've looked at your club meeting responsibilities, we'll look at your executive committee responsibilities.
 - Prepare a budget.
 - Present verbal and written quarterly financial reports.

- Submit club accounts for audit to the audit committee.

3. PRESENT

- Now that we've looked at your responsibilities in and out of the club, as well as your executive committee, we can explore the specifics.



Activity: How to Fulfill Treasurer Responsibilities

NOTE TO FACILITATOR

In the following activity, you begin by brainstorming the most important responsibilities of a treasurer with the group. Then, break the group up into teams of four and assign each team one of the identified responsibilities. Each team will create an action plan to fulfill their assigned responsibility.



1. SHOW the Activity: How to Fulfill Treasurer Responsibilities slide.

How to Fulfill the Treasurer Responsibilities

- ▶ How
- ▶ When
- ▶ Who
- ▶ What

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2. ASK

- What are the most important responsibilities you have as treasurer?



3. WRITE responses on the flipchart.

4. INSTRUCT treasurers to arrange themselves in teams of four and assign each team of treasurers a responsibility from the flipchart.
5. SHOW the Treasurer Responsibility Action Plan slide.



Treasurer Responsibility Action Plan

- ▶ How will you fulfill this responsibility
- ▶ When will each action need to be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

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6. INSTRUCT teams to spend 15 minutes answering the following questions for their category.
 - How will you fulfill this responsibility? (What specific actions will you complete?)
 - When will each action be completed?
 - Who is available to help you?
 - What materials and resources can you use?

7. TIME 15 minutes.



15 minutes

8. INSTRUCT each team to share their findings with the group.
9. INSTRUCT treasurers to return to their seats.



Debrief: Treasurer Responsibilities

1. PRESENT
 - You have responsibilities related to the club meeting and club executive committee.
 - All of your responsibilities help to achieve club goals.

- Next, we'll look at some resources to help you fulfill your role.

Treasurer Resources

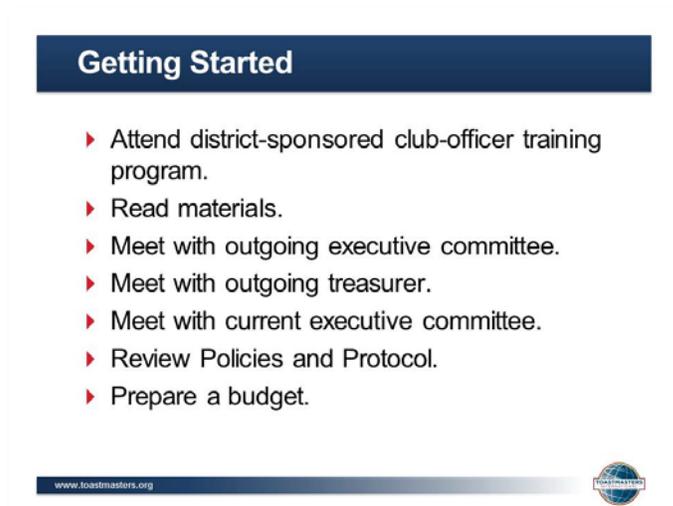
1. SHOW the Treasurer Resources slide.



2. PRESENT

- There are several resources available to help you in your role as treasurer.
- First, there is a checklist to get started.

3. SHOW the Getting Started slide.



4. PRESENT

- Getting Started

- Attend district-sponsored club-officer training program.
- Read the *Club Leadership Handbook* (Item 1310) and *Distinguished Club Program and Club Success Plan* (Item 1111).
- Meet with the outgoing executive committee to transfer any necessary information.
- Meet with the outgoing treasurer to transfer any necessary files or information.
- Meet with the current executive committee and develop the Club Success Plan and budget.
- Review the Policies and Protocol section in the Governing Documents.
- Prepare a budget.



5. SHOW the Getting Started slide.

Getting Started

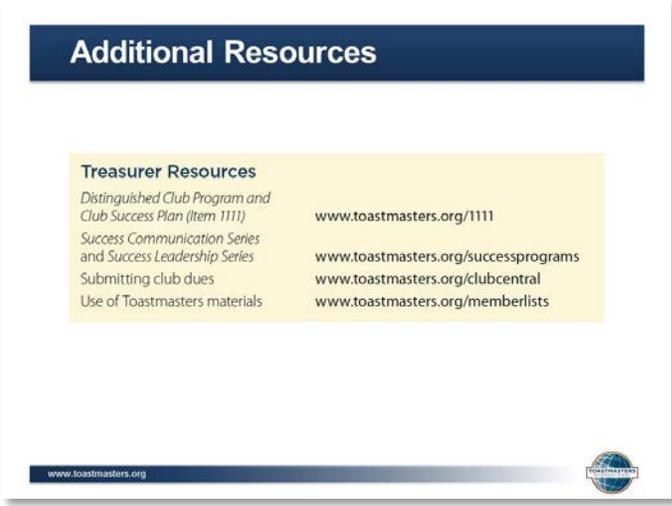
- ▶ Review records, financial reports and audit committee's report.
- ▶ Provide bank with a signatory card.
- ▶ Create a record-keeping system, if needed.

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6. PRESENT

- Getting Started, continued
 - Review the records of the past treasurer and most recent quarterly financial report.
 - Review the audit committee's most recent report.
 - Provide the bank with a bank signatory card.
 - Create a simple financial record-keeping system if one is not in place.

7. SHOW the Additional Resources slide.



Additional Resources

Treasurer Resources

<i>Distinguished Club Program and Club Success Plan (Item 1111)</i>	www.toastmasters.org/1111
<i>Success: Communication Series and Success Leadership Series</i>	www.toastmasters.org/successprograms
Submitting club dues	www.toastmasters.org/clubcentral
Use of Toastmasters materials	www.toastmasters.org/memberlists

www.toastmasters.org

8. PRESENT

- Additional resources can be found in the *Club Leadership Handbook* (Item 1310) in the Treasurer section.

Debrief: Treasurer Resources

1. PRESENT

- There are many resources available to the treasurer through the Toastmasters website and manuals.

Conclusion



1. SHOW the Conclusion slide.



2. PRESENT

- In this session, you learned about the role and responsibilities of a treasurer.
- Your responsibilities include managing the club bank account, collecting and submitting dues, keeping accurate records and preparing a budget.
- Serving as the treasurer will improve your accounting and organizational skills, especially with regards to receiving and managing money, preparing budgets, keeping accurate records and disbursement of funds.

3. INSTRUCT treasurers to take the session evaluation.



Evaluation

	BEGINNER	INTERMEDIATE	ADVANCED
What level of knowledge of the topic did you have prior to this session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate to what degree you agree with the following statements about this session.

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Overall, I was satisfied with the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will use the content to strengthen my club.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Will you implement at least one idea from this session in the next 30 days?	<input type="checkbox"/>	<input type="checkbox"/>

Write your comments about the session.

Indicate to what degree you agree that the facilitator demonstrated the following:

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Solid knowledge of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

