

Gyro International

Club Treasurer:

The Club Treasurer holds a key position in the club. He should be knowledgeable about all club activities. He must be conversant with the club's financial goals and budgets.

In some clubs, the duties of Secretary and Treasurer are combined into one position.

Duties and Responsibilities:

1. Collects all monies payable to the club, including dues.
2. Sends out all invoices appropriate for the functioning of the club, including dues payable.
3. Issues membership cards to members as they pay their dues.
4. Verifies the validity of all bills and presents them at the meeting for authority to pay them.
5. Accurately records all financial information in the Club's books.
6. Maintains accurate financial records of each club event, in order to plan successfully for future events.
7. Prepares financial reports as required by the Club Executive.
8. Presents the auditor's report and the financial report at the annual meeting.
9. Responsible for making financial arrangements for rooms, meals, etc.

