

# Session 1: Club Treasurer Role and Responsibilities



# Learning Objectives

- Understand the role of the club treasurer.
- Identify ways to work with other club leaders.

# Responsibilities

- Record incoming/outgoing funds.
- Collect and submit dues and fees.
- Report to your club board.
- Help members submit contributions.
- Adhere to the budget.
- Establish financial controls.
- Comply with local laws.

# Managing Funds

- Establish separate accounts for operational and charitable funds.
- Document incoming and outgoing funds.
- Consult a local expert to review club finances annually and determine any tax or other liabilities.
- Require board approval for expenses over a set amount.
- Appoint a finance committee.
- Require two signatures for disbursing funds.
- Deposit funds in a bank selected by the club's board.

# Resources

contact.center@rotary.org



ROTARY INTERNATIONAL  
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## Member Access

Sign in to Member Access

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Password: [Forgot password?](#)

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### Announcements

**Are you new to Member Access?**  
The first step to getting started is to create an account. Learn how in the [FAQ](#).

**The deadline to include club officers in the Official Directory is 10 March**  
To verify that incoming officers have been entered, permanent club mailing address is correct, and meeting information is current, click the "Update Club Data" link located in the main menu.

**Experience Rotary's new online contribution system**  
Make a one-time or recurring gift in 12 currencies while preserving existing tax benefits where available. Sign in and click "Contribute to The Rotary Foundation" to make your gift today.

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# Session 3: Club Treasurer Case Studies



# Learning Objective

Identify challenges and solve problems that your club may face.