

CLUB TREASURER JOB DESCRIPTION



As club treasurer, you manage your club's finances and ensure good financial stewardship by tracking incoming and outgoing funds and following your club's budget. Here are some other responsibilities of the club treasurer.

Before you take office
Review all the procedures with the outgoing treasurer
Review the club's financial history to determine its likely income and expenses
Receive funds, accounting records, and any related materials from the outgoing treasurer
Attend the district training assembly and the district conference
Learn how funds are allocated for club committees
During the fiscal year
Maintain club financial and historical records in accordance with local document retention laws
Work with the club secretary on invoicing all club members for their dues and fees
Collect dues payments and use these funds to pay the club's financial obligations
Manage club and project funds, including paying bills and other expenses
Distribute grant and scholarship funds
Work with The Rotary Foundation to submit contributions on behalf of club members and manage grants
Give monthly reports to your club's board
File your club's taxes, if required to do so by local or national code
At the end of your term
Work with the incoming board to plan next year's budget. The current board must approve the new budget.
Write and present a detailed annual report at the end of the year
Hand all records over to the incoming treasurer

For any questions regarding your role, you can email the Rotary Support Center at rotarysupportcenter@rotary.org or call +1-866-9-ROTARY (+1-866-976-8279) toll-free within the U.S. and Canada. Rotarians outside North America should contact the [international office](#) for their area.