

INTRODUCTION

Most clubs are organized in a basic club format with officers or leaders performing their duties in a very similar manner. Clubs may use different titles for their leaders but the duties and responsibilities are basically the same.

The following is a list of typical duties and responsibilities for a position that may meet the needs of most clubs but may require some variation or tailoring depending upon the type and organization of the club.

CLUB TREASURER

1. Receive and disburse all club monies.

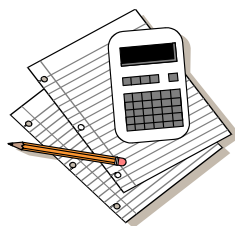
Receive/collect dues from the club membership.

Receive funds from special dances and other activities.

Make disbursements for all Club financial obligations.

Deposit all Club monies in a bank approved by the club Board of Directors.

2. Prepare and present club monthly, quarterly, annual financial reports and projections to the Board of directors as required.
3. Post a club quarterly financial report in a conspicuous place for Club membership review.
4. Keep and preserve all financial records of the Club.



5. Authenticate all Club expenditures by receipts, certifications, etc..
6. Sign all checks for the payment of money from the Club account. Prepare and execute authorized check signature forms when appropriate. Use two signatures on all checks issued.
7. Notify members of delinquent accounts 30 days after dues become due and payable.
8. Keep the Board of Directors apprised of delinquent accounts.

9. Support area and state square dance organizations, festivals, activities and conventions.
10. Participate in all club functions.
11. Assist in the preparation of the dance facility at least 30 minutes prior to start of function.
12. Assist in the set up of chairs, tables, bulletin board, banner, literature display, etc., to be completed 15 minutes prior to start of the dance or activity.
13. Welcome all members and guests as they arrive and bid farewell as they depart.
14. Assist in the clean up of the facility at the end of the dance or activity.
15. Set an example for other officers and Club members to follow to include; dress, badge, promptness, enthusiasm, knowledge of the square dance community activities, etc..
16. Perform other duties as assigned by the President.



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**CLUB TREASURER
RESPONSIBILITIES**



This information sheet was developed by the Education Committee of the UNITED SQUARE DANCERS OF AMERICA, INC. and will provide a general overview of the typical responsibilities of a club treasurer.

Leadership Education material can also be printed from USDA web site at www.usda.org

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