



# Club Secretary- Treasurer-Designate Seminar

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# Secretary-Treasurer Designate

Duties and  
Responsibilities



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# Duties and Responsibilities

- Oversee the finances of the Club, collect dues, and pay bills
- Keep Member records of name, address, phone, attendance, dues payment, birthdays, and anniversaries
- Keep official “minutes” of meeting
- Be communication link between Club and all others; send in reports
- Help your Club succeed

Also highly suggested

- Provide guidance in adherence to Bylaws
- Attend Quarterly District Conferences and Zone Meetings

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## Do I split the office of Secretary and Treasurer?



Many larger Clubs split the office of Secretary and Treasurer.

This is a Club bylaws issue that must be approved by the general Membership.

This curriculum assumes one individual holds the office of Secretary-Treasurer.

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## Organizing the Records of Your Club



- Secretary-Treasurers Records

*Make certain you get your outgoing Secretary-Treasurer to sit down and go over this in detail.*

- Get a good "database" computer software program to supplement keeping financial and member records

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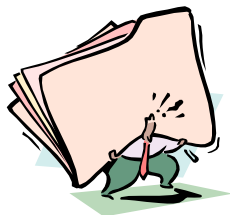
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## How do I get started?



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## How do I get started?



- Set up a Club checking and/or savings account.
- Assist Finance Committee in preparing a budget.
- Send a "Member Directory" to all Club Members.
- Give the Board Members a copy of the Club's Bylaws.

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## Checking Account Signatures?



Your Optimist Club is a business. It should operate as a business.

Your Club should require 2 signatures on checks written. The 2 signatures should be the Secretary-Treasurer and the President or a Vice President.

No two members of the same family should be signatories on the account.

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## What about petty cash?



A Secretary-Treasurer can have a petty cash fund to operate day-to-day expenses. How large the petty cash fund should be is a matter of the Board of Directors to decide.

Receipts should be recorded and kept in the books as needed.

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## Secretary-Treasurer Designate

### Club Fees and Dues



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## Club Fees and Dues

What is the “fee” for a new Member to join your Club?

How much do your Members pay annually for “dues?”

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## Club Fees and Dues

Annual Club Membership fees and dues are set by the Members and are listed in the Club’s Bylaws.

These dues and fees can be changed by a vote of the general Membership.

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## Club Fees and Dues



- The minimum new Club "initiation fee" is \$30 US.
- Of this amount \$15 US is sent in with the "Club Roster Adjustment" form as a processing fee.
- The Club keeps the rest.

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## Club Dues



Annual Club Member dues generally range from \$60 US to \$120 US.

Do you want to include meal cost in the dues?

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## District Dues



How much are your District Dues per Member?

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## International Dues



How much are Optimist International Dues  
per Member?

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## International Dues



How much are Optimist International Dues  
per Member?

\$49.62 Tier 1 (U.S.) - College Mbrs \$21.60  
\$36.72 Tier 2 (U.S.) - College Mbrs \$16.00  
\$25.80 Tier 3 (U.S.) - College Mbrs \$11.24

Effective October 1, 2008

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## Life Membership



Life Memberships may be purchased by  
the Club to honor a special Member.

By paying a "life membership" fee, the  
Member is exempt from paying a portion  
of International dues for the rest of their  
life.

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## Life Membership



Who in your Club might be deserving of a life membership?

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## Secretary-Treasurer Designate



Creating a Budget  
and Fund Raising



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## Creating a Budget



- Created at the beginning of the year.
- It's a way the Board of Directors can approve in advance the expenditures of the Club for the year.
- Club Finance Chair is responsible for developing budget.
- Board must approve.
- Can be revised by the Board if necessary.

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## Club Budget



What other expenses must you consider for a Club budget?

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Take 5 minutes and develop a budget for a Club at your table.

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## Fund Raising



Funds raised from the community and from non-Optimist are held in a "Youth Fund."

They may be held in a separate bank account or they may be managed as a part of the regular bank account.

Generally funds raised from the community must go back to the community in the form of youth and/or community service projects.

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## Fund Raising



All fund-raisers should comply with local and state/provincial and federal laws.

In most cases raffles require securing a license in advance.

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## Fund Raising



What are some possible fund-raisers for your Club?

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## Fund Raising



What are some possible fund-raisers for your Club?

- Raffles
- Product sales
- Child identifications
- Food sales
- Traffic collections
- Bingo

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## Secretary-Treasurer Designate

Dues  
Billing and Records



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## Sending out Dues Statements

- Billing of dues is sent to each Club Member at the beginning of each billing period.
- The dues statements can be sent out Annually, Semi Annually, or Quarterly.
- Always give a per period amount and an annual amount, and a past due amount if applicable.

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## Sending out Dues Statements

- An aggressive billing and collection system that is firm but understanding is an essential part of keeping members current.
- A treasurer who handles this well can encourage a strong, stable Membership roster.

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## Sending out Dues Statements

Sample system of dues collection

- Send initial statement of dues.
- Send "past due" statement 30 days later.
- Make phone call to Member "past due."  
Tell them concern and their importance to the Club. The Board of Directors should actively assist in the retention of all Members.
- Action of the Board of Directors may delete a Member who remains unpaid.

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## Member Records

Secretary-Treasurer

- Names, addresses, day and evening phone numbers for distribution to other Members as a "directory."
- Birthdays and anniversaries - to recognize and observe Members for these personal occasions.
- Attendance records to encourage and recognize Members who have "perfect attendance."

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## Roundtable Discussion

- Group of new Secretary-Treasurers Designate. Review the detail of recording the "member records". Report "tips" to the whole group.
- Group of repeat Secretary-Treasurers Designate with experience. They should design a simple, but fair policy for determining perfect attendance while allowing for a flexible "make-up" mechanism. Report back to group.
- Computer user group. Discuss ways to record the Member and financial record to a database program. Report very basic suggestions back to the group.

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# Secretary-Treasurer Designate

Financial Records



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