

CLUB TREASURER JOB DESCRIPTION



As club treasurer, you manage your club's finances and ensure proper stewardship by tracking incoming and outgoing funds and following your club's budget.

Read below to learn more about some of your responsibilities.

Before you take office
Meet with the current treasurer to review the club's procedures.
Receive access to club accounts, accounting records, and any related materials from the outgoing treasurer.
Make sure that you've been reported in My Rotary as treasurer for the upcoming year.
Attend the district training assembly and the district conference.
Learn how funds are allocated for club committees.
Consult with the district treasurer about local practices and policies.
During the fiscal year
Maintain the club's financial and historical records in accordance with local laws.
Work with the club secretary to send invoices to all club members for their dues and fees.
Collect dues and fee payments and use those funds to meet the club's financial obligations.
Manage the club's funds, including paying bills like insurance and RI expenses such as member dues, district dues, and subscription fees.
Distribute grant and scholarship funds.
Work with The Rotary Foundation to manage grant funding and submit contributions on behalf of club members.
Give monthly reports to your club's board.
File your club's taxes, if local or national laws require your club to do that.
Near the end of your term
Work with the incoming board to plan next year's budget. The current board needs to approve that budget.
Write and present a detailed annual report for the end of the year
Meet with the incoming treasurer to give them the club's financial records and add them to club bank accounts.

If you have questions about your role, you can contact your district finance committee or other club treasurers. You can also write to the Rotary Support Center at rotarysupportcenter@rotary.org. Members in the U.S. and Canada can call +1-866-9-ROTARY (+1-866-976-8279), and members in other locations can contact their [regional office](#).