Treasurer

The Treasurer is the sixth ranking club officer.

Outside of the club meeting:

- Prepare a budget to be approved by the Executive Committee and membership within one month of taking office;
- Provide the bank with a new signature card by July 1st;
- Prepare and send dues statements by August 15th / February 15th;
- Collect and send dues to World Headquarters within 48 hours after receipt;
- Pay bills as due;
- Keep records of all financial transactions;
- Present verbal and written financial reports quarterly (October 15th, January 15th, April 15th and July 15th);
- Submit club accounts for audit.

At the club meeting:

- Receive completed new member application and dues;
- Announce when dues are due and explain dues structure.