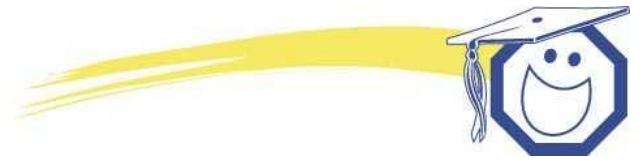




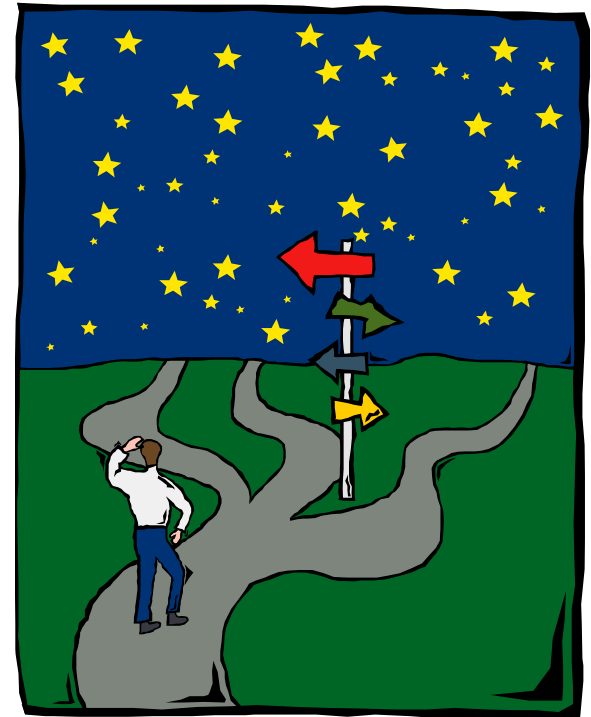
Optimist International Leadership Development

Club Secretary- Treasurer-Designate Seminar



Secretary-Treasurer Designate

Duties and
Responsibilities



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



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.



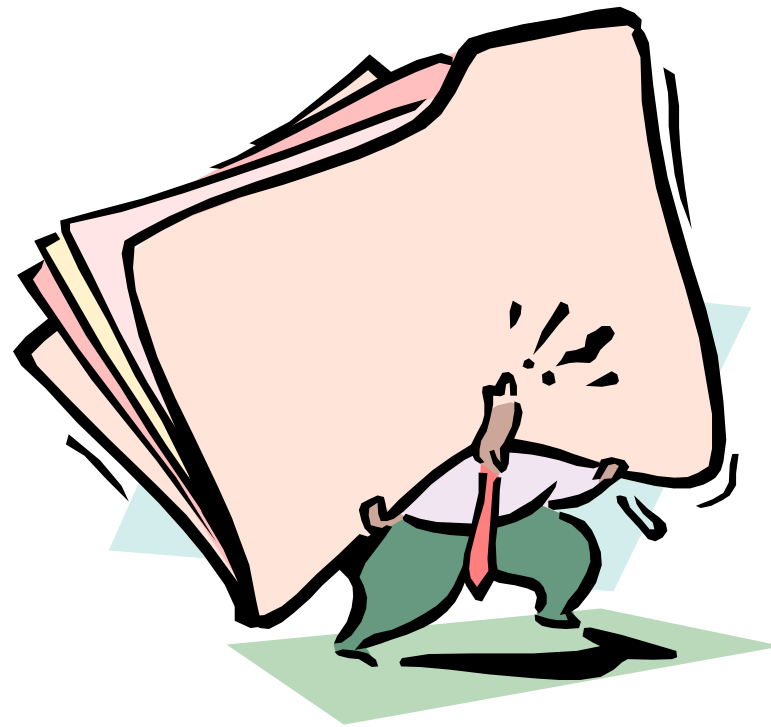
Organizing the Records of Your Club

- 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

How do I get started?



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.

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.

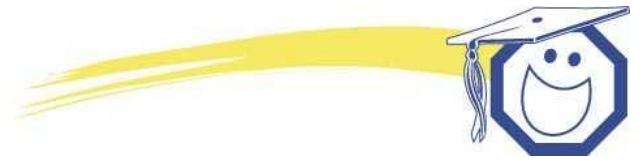
No two members of the same family should be signatories on the account.

What about petty cash?



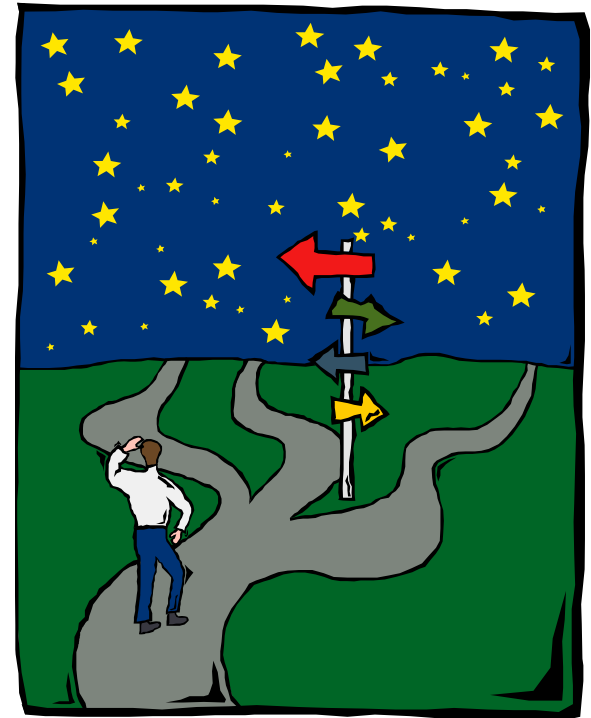
A Secretary-Treasurer can have a petty cash fund to operate day-to-day expenses. How large the petty cash fund should be is a matter of the Board of Directors to decide.

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



Secretary-Treasurer Designate

Club Fees and Dues





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?”



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.



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.



Club Dues

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

Do you want to include meal cost in the dues?



District Dues

How much are your District Dues per Member?



International Dues

How much are Optimist International Dues
per Member?



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



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.



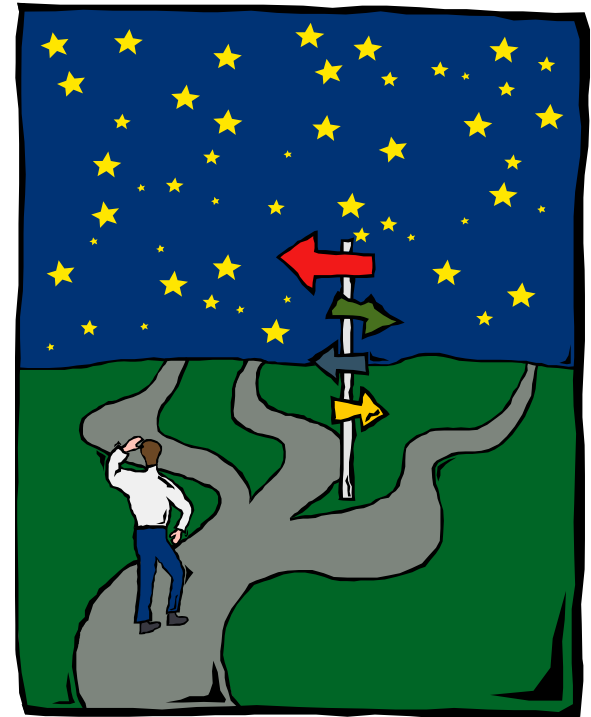
Life Membership

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



Secretary-Treasurer Designate

Creating a Budget
and Fund Raising



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.

Club Budget



What other expenses must you consider for a Club budget?



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

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.

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.

Fund Raising



What are some possible fund-raisers for your Club?

Fund Raising



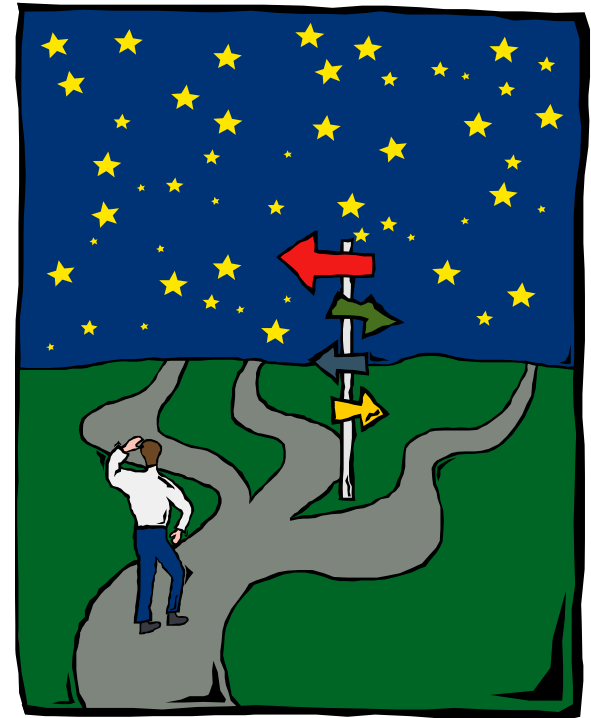
What are some possible fund-raisers for your Club?

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



Secretary-Treasurer Designate

Dues
Billing and Records





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.

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.



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.

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.”

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.



Secretary-Treasurer Designate

Financial Records

