

## **CLUB FINANCE COMMITTEE**

**PURPOSE:** To guide the Club financially through administration of the Club budget, finance and fund raising opportunities.

**PERSONNEL:** The Committee should consist of 1-4 members including the Chair. Members should have some knowledge about financial matters and interested in the welfare of the Club.

### **DUTIES/RESPONSIBILITIES:**

- . To plan and supervise the budget.
- . To assist in the research and recommendation of fund raising project activities.

**RESOURCES:** “Web-site” <http://www.optimist.org/> and click on Forms & Publications.

- . Review the Model Club Budget.
- . Review the on-line directives of the Optimist International Programs Planning Guide and Finance Kit or Handbook available at the Club Service tab.
- . Review the on-line directives of the Optimist International Programs Planning Guide by topic at Fund-Raising ideas.

**ACTION PLANS:** As a Committee, develop the Club Budget. Insure an appropriate amount of fund-raising activities to help meet the budgetary and Club needs.

- a) What is going to be done?
- b) Who is going to do it?
- c) When is it going to be completed?