

# Club Secretary- Treasurers Designate Workbook



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# Secretary-Treasurer-Designate Workbook

## **Club Secretary-Treasurers Designate**

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## Governor-Elect Address (or Secretary-Treasurer Designate)

### Accepting the Challenge

Consider the challenges of being a Club Secretary-Treasurer. Review the opening paragraph of this chapter.

The Club Secretary-Treasurer is the right arm of the President. The Secretary-Treasurer provides the foundation upon which a Club becomes successful.

*What are the characteristics of a good Club Secretary-Treasurer?*

## Resources for Success

Review the various resources the Club leader has in obtaining information or assisting in dealing with challenges that face him or her during the year. Review each of these and consider the type of information that is available.

- ◆ District Governor
- ◆ Your Lieutenant Governor - the role of the **Lieutenant Governor** is to assist the Clubs in the Zone and to help them succeed. The Lieutenant Governor will have official contact with the Club through
  - a) installation of incoming Club officers,
  - b) the Annual Club Planning Conference (ACPC)
  - c) four quarterly Zone meetings, and
  - d) a mid-year Club visitation
- ◆ District Committees. Consider the type of help they can provide and what the District Directory can do.
- ◆ The *Recognition Handbook*
- ◆ Other International materials such as *Optimist International and Club Bylaws*, *New Club Building Handbook*, programs and activities literature, Skills Development Modules and the Optimist International internet web pages: ([www.optimist.org](http://www.optimist.org) or [www.optimistleaders.org](http://www.optimistleaders.org)).
- ◆ District Conferences and Convention to share ideas with other Clubs.
- ◆ International Convention to learn from the experts.
- ◆ Optimist International St. Louis staff, Montréal staff and Optimist Supply staff.

**Governance:** the Club member's opinions are represented by the Board of Directors actions, policy and direction. The President is the Chief Executive Officer in carrying out the direction of the Board and the Committees do the planning for the Club.

**Finances:** Monies raised from the community for service projects should be held in a "**youth fund**". Accounting wise, these monies are kept separate from the "**general fund**" which represents funds for the purpose of Club administration.

**Budget:** a budget is created at the beginning of the year to give the Club administration guidance by the Board of Directors as to where and how to spend the Club's money.

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**Incorporation:** Optimist Clubs should be incorporated as not for profit organizations which give each a certain amount of autonomy of function.

**Fund Raising:** Fund raisers must obey all government laws and regulations. The best fund raisers provide high income with low investment, have minimal risk, build member morale and maximize Club name recognition.

**Insurance:** Review the Questions and Answers sheet provided by our liability insurance carrier.

## Secretary-Treasurer Duties & Responsibilities

The Club Secretary-Treasurer has the following duties and responsibilities:

- ◆ Oversee the finances of the Club; collect dues and pay bills
- ◆ Keep records of each member's name, address, phone, attendance, dues payment, birthday and anniversary
- ◆ Keep official minutes of meetings
- ◆ Be a communications 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 (also Zone meetings)

### **Splitting the office of Secretary and Treasurer:**

Many larger Clubs (over 75 members) choose to separate the office into that of a Secretary and a Treasurer. This, of course, is a Club Bylaws issue that must be approved by the general membership. If the offices are separate it is crucial that there is a clear understanding of which functions each will perform. This curriculum assumes one individual holds the office of Secretary-Treasurer.

Get records from your outgoing Secretary-Treasurer and spend a few hours reviewing it in detail. This will be valuable orientation for the job ahead.

A good **database** computer software program can be a very effective supplement to keeping financial and member records.

To get started at the beginning of the year the Club Secretary-Treasurer should:

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

## 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**? \_\_\_\_\_

Annual Club membership fees and dues are set by the members and are listed in the Club's Bylaws. These may be changed by a vote of the general membership.

The suggested minimum new member initiation fee is \$30 U.S. Of this amount \$15 U.S. is sent in with the Club Roster Adjustment Form as a processing fee.

Annual Club member dues generally range from \$60 U.S. to \$120 U.S. Some Clubs include meal costs with their dues.

**District dues** are established by each District with the approval of the Board of Directors of Optimist International.

How much are your annual District dues per member? \_\_\_\_\_

**International dues** are payable by the Club upon receipt of a quarterly invoice.

A **life membership** may be purchased by the Club to honor a special member of the Club. Members are also encouraged to purchase them to show their support for the future of the organization and to indicate their continued commitment to the Club. By paying a life membership fee, the member is exempt from paying international dues for the rest of his/her life.

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

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## Creating a Budget

A budget is created at the beginning of each year. The budget is a way in which the Board of Directors approves expenditures in advance so the Club Treasurer has the authorization to spend the money and pay the bills.

The Club Finance Chair is responsible for creating the budget and bringing it to the Board of Directors for approval. Usually the President and Secretary-Treasurer of outgoing and incoming administrations help prepare the budget.

The budget should be compared with expenditures on a monthly basis. The budget may be revised by the Board of Directors, if necessary.

## Fund Raising

Monies raised from the community for service projects should be held in a “**youth fund**”. These funds may be held in a separate bank account or 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.

All fund raisers should comply with local, state/provincial and federal laws. In most cases raffles require securing a license in advance.

Optimist International endorses several vendors of fund raising products. You may call the International offices for a list of approved vendors. Beware of “third party” fund raising organizations.

*List several possibilities for good fund raisers:*

## Dues Billing

A billing for dues is sent to each member at the beginning of the billing period. Clubs send dues statements to members annually, semi annually or quarterly.

Statement forms are available from our supply center at Shumsky or the Canadian Service Centre. 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. A sample system might include:

- ◆ Sending an initial statement of amount due
- ◆ Send a “past due” statement 30 days later (if unpaid)
- ◆ Phone or make a personal call to the member who is behind in dues payment. Express to them your 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

The *Secretary-Treasurer* records a variety of member records, which includes:

- ◆ Names, addresses, day and evening phone numbers for distribution to other members as a directory
- ◆ Birthdays and anniversaries - to recognize and observe these special occasions
- ◆ Attendance records to encourage and recognize members who have perfect attendance. Club policies may vary on make-ups allowed.

This member information is then distributed by you through roster updates to a number of other key people including your Bulletin Editor and your Membership Chair.

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## Financial Records

Precise financial records are necessary for accountability. Your Club is a business and your Board of Directors should have access to your accounting. Keep it neat and accurate so there can be no possibility of misunderstanding.

Club Secretary-Treasurers may be bonded. Bonding provides some insurance against misuse of Club funds. Bonding is simply a business practice and should have no implication of mistrust toward the current Secretary-Treasurer.

## Cash Receipts

Cash and checks received are recorded in the "Cash Receipts" spreadsheet or journal. Accurately complete the date and who gave the money. Then put the amount in the appropriate column representing what it was for and finally the last column is to list the amount being deposited into the bank.

## Cash Disbursements

Disbursements are recorded on a "Cash Disbursements" spreadsheet or journal in a similar manner.

## Monthly Reports to the Board

Each month a financial summary is prepared called the "Monthly Statement of Receipts and Disbursements." This is given to each member of the Board of Directors to review at their meeting.

Monthly totals are transferred from the "Cash Receipts" and the "Cash Disbursements" journals and compared to the Club's budget.

## Reporting - Externally

Optimist International has streamlined the reporting system to include a minimum number of necessary reports. These reports connect your Club to all other Clubs within Optimist International. Each report serves an important function. Clear, concise reports make our organization run more effectively.

Include your **Club's official name and number on every report.** Without it your report can be lost in over 3,000 other Club reports.

**Club Roster Adjustment:** This form is referred to as the CRA. All members added or deleted to your Club should be reported on this form. This can now be done on-line at [www.optimistleaders.org](http://www.optimistleaders.org). This will insure your roster will agree with the one at Optimist International.

If this form is not completed and submitted on a timely basis your member will not receive *The Optimist* magazine or be covered as a member under our insurance. The dues statement you are sent is based on the number of members on the roster at the end of each quarter. The activation date is when the CRA form is received at the International Office. The only exception to this rule is that a postmark date is used as the processing date for the end of the Optimist year (September 30). The CRA report form must be signed by the Club President or Secretary-Treasurer.

**IRS Form 990** (due February 15): This form is to be filed annually by U.S. Clubs only. It is a financial report of your Club's activity. Beginning in 2008 U.S. Clubs with gross receipts under \$25,000 will be required to electronically submit Form 990-N, also known as the "e-Postcard", with the IRS annually.

**Officer Elect Report:** (due May 20): The Officer Elect Report allows leadership materials and information about the coming year to be sent to your new incoming officers. Every year hundreds of Club leaders do not receive their materials. In almost all cases it is because the Officer Elect Report was either not sent in correctly or not sent in at all.

**Community Projects Awards** (due September 30 to the District Activities Chair) are referred to as CPAs. A CPA is a three-page report of a special service project or activity with several pages of sample letters and photos of the event. It must be bound in the official CPA entry binder, which may be purchased from our suppliers, Shumsky Enterprises or the Canadian Service Centre.

The purpose of the CPA is to share with other Optimist Clubs some of the great projects your Club does. Awards in a number of categories are recognized on the District and International level. Details can be found in the *Recognition Handbook*.

**President's Pride Report** (due September 30 to Optimist International): This report reflects all the community service and youth activity of your Club for the preceding year.

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## Other Reports:

- ◆ **New Club Building Sponsor Commitment** form is sent to Optimist International when you decide to begin a new Club building project.
- ◆ **Club Foundation Representative Appointment** form is used to inform Optimist International of the Club contact representing the Optimist International Foundation. The name and address should be sent to Optimist International Foundations upon any change in appointment.
- ◆ **JOOI Club Reports** (due May 30). Send the name and address of your new JOOI Club President, the Advisor and the Optimist Club member representing the sponsor Club to the JOOI Clubs Department at Optimist International.
- ◆ **Annual Club Planning Conference (ACPC)** reports are completed by your Lieutenant Governor.
- ◆ **PGI Recognition Forms** represent accomplishment in the Personal Growth & Involvement Program. Put your Club name and number at the top and have the President or Secretary-Treasurer sign it and send it to your District Director of Personal Growth.
- ◆ **Recognition** certification reports can qualify your Club for recognition. Review the *Recognition Handbook* to see how you can help your Club.

## Correspondence:

It is appropriate for the Secretary-Treasurer to respond to outside groups who bring proposals to the Board of Directors. When conveying a disposition of Board action, respect for others can reflect positively on your Optimist Club.

Cards and flowers sent to members or close relatives who are ill may also be appropriate. Best wishes for events such as marriages or graduations are also a good idea.

## Minutes of Meetings (20 minutes)

It is rare to require formal minutes to be taken at a general membership meeting of the Club members. There are three exceptions when minutes must be taken. They are:

- ◆ Election of Officers
- ◆ Amendments to the Bylaws
- ◆ Approval of Board action as required in Article X, Section 3 of the Standard Form of Optimist Club Bylaws

The Secretary-Treasurer should record minutes at each monthly meeting of the Club's Board of Directors. Record the following information:

- ◆ Date, place, time and who is present
- ◆ Record of reports made to the Board
- ◆ Motions made, by whom and whether they passed or failed
- ◆ List of members added or deleted from the roster
- ◆ List of appointments made by the President

When writing the minutes it is a good idea to start each paragraph with the topic on the left margin in capital letters. This allows the minutes to be used more easily in finding past information and reference. When completed, mail a copy to each Board Member and the Bulletin Editor.

It is helpful to have a working knowledge of **Robert's Rules of Order** to assist your President when needed.

## Secretary-Treasurer Helping Your Club Succeed

Remember as a Club Secretary-Treasurer you provide the foundation upon which the Club can succeed.

*What can I do as Secretary-Treasurer to help my Club succeed?*

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## Optimist International Recognition Program

Review the *Recognition Handbook* for the coming year. This program is designed to recognize people who achieve goals that result in a better Optimist Club and service to youth and community.

- ◆ Recognition represents a proven “road map” toward success
- ◆ Setting additional “personal” goals are also encouraged
- ◆ The real value of recognition is in the effort put forth
- ◆ Personal “integrity” in meeting requirements is assumed

**Honor Club** status represents good administration, growth in membership and service to youth and community.

**Distinguished Club** status represents going above and beyond Honor Club by building a new Optimist Club or through exceptional growth.

The **One Member Recruitment** lapel pin recognizes an individual member who sponsors one new member into our organization.

## Personal Growth & Involvement (PGI)

The PGI Program is designed for individual members to have personal growth and to meet organizational goals. It is also a program that develops optimism as a philosophy of life.

**Recognition** for completing each of ten levels of achievement are:

- |              |           |
|--------------|-----------|
| ◆ Level I    | Bronze    |
| ◆ Level II   | Green     |
| ◆ Level III  | Burgundy  |
| ◆ Level IV   | Blue      |
| ◆ Level V    | Black     |
| ◆ Level VI   | Purple    |
| ◆ Level VII  | Gold      |
| ◆ Level VIII |           |
| ◆ Level IX   |           |
| ◆ Level X    | Lapel pin |

Generally each level requires an individual to show accomplishment in each area of Attendance, Activity, Growth, Knowledge of the Organization, Self Development and Communication. Each member may progress at his/her own pace.

Each member has a “Passport” which guides the member through the ten levels of requirements and certification.

## District Recognition Program

The **District Achievement and Awards Program** represents friendly competition between Clubs and Zones in the District. Points are given to Clubs based on a wide variety of their activities. Evaluation and competition is usually done quarterly throughout the Optimist year.

*List other District Recognition available to Clubs:*

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## Goal Setting

**Success** can be defined as making progress toward a worthy goal.

*How might you define “success?”*

A young contestant in an Optimist Communications Contest for the Deaf and Hard of Hearing summed it up with the following formula:

$$S = C + E$$

**Success = Commitment + Effort**

The first step toward bringing success to your Optimist Club is being committed as the Secretary-Treasurer. This is a very personal concept to which only you can attest.

**Goals** give focus and direction for all the things you do. As an Optimist Club Secretary-Treasurer you will have many opportunities and also many challenges. A keen sense of perspective, values and purpose will get you where you want to go.

**Goals should be:**

- ◆ Measurable
- ◆ Realistic
- ◆ Well defined
- ◆ Internalized and meaningful

*Write your ultimate goal as Club Secretary-Treasurer.  
Write specifics as to how this goal will be measured.*

## The ACPC

ACPC is an acronym for an “**Annual Club Planning Conference**”. This is usually done before the Optimist year begins. It is a meeting between your Lieutenant Governor and your Club’s Board of Directors. During this meeting the “ACPC” form is completed.

The **purpose** is to review “where your Club is now” so you may consider possible goals for the coming year. As you go through the process, invite responses and ideas from your new Board of Directors.

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**Questions and Answers**

**District Secretary-Treasurer-Designate  
Closing Address**  
(or District Governor-Elect)

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