



CLUB SECRETARY and TREASURER

Traditionally, Clubs have appointed one individual to handle the duties of the secretary and treasurer. More recently, some Clubs prefer to separate the duties and have two people handle them. Either way is acceptable. The Club Board of Directors can amend or expand the duties as needed, as long as they are within the guidelines of International and Standard Club Bylaws.

Duties of the Secretary

- Keep and maintain the minutes of all meetings of the Board of Directors and business meetings.
- Maintain all records of membership, attendance and service to the Club in the form and manner prescribed by the Board of Directors.
- Prepare and file all reports required by Optimist International and the District.

Duties of the Treasurer

- Keep and maintain all records of dues and monies collected and disbursed.
- Submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors.
- Prepare an annual statement for the annual meeting of the Club.

Your Role in Board Meetings:

Secretary

- Read minutes of last meeting.
- Keep minutes.
- Read names of prospective members for vote (after required screening).
- Ask Board approval of Members to be dropped.

Treasurer

- Present bills for approval.
- Present complete financial report.

Your Role in Club Meetings:

Secretary

Be aware of the agenda.
Keep minutes.

Treasurer

Give financial reports as needed.

Your Role with New Members:

Secretary

All membership forms submitted to you.

When the proposed member has been screened, identify him or her to the Club and read his or her name at a Board meeting for action.

After the member has been approved, complete all of your records. Report the new member to Optimist International immediately on the Club Roster Adjustment or online at www.optimistleaders.org

Treasurer

Collect the membership fee and the appropriate amount of dues.

Materials You Need

Secretary:

Leadership Hotline and other Optimist International publications
District publications
Club Bylaws and Policies
Club Bulletins
Club Reports (completed and upcoming)
Records of Club meetings
Minutes of Board meetings
Roster (including names, addresses, phone numbers, classifications, birthdays)
Committee assignments
Attendance records

Treasurer:

Unpaid invoices and statements
Paid bills, cancelled checks and bank statements
Financial records

DUES COLLECTION

The collection of dues is not the sole responsibility of the Club Secretary-Treasurer or Treasurer alone, but the obligation of the Club's Board of Directors assisted by the Finance Chair. The Club's Bylaws and Policies provide the ground rules for the scheduling of the dues billing. A discussion of the status of the dues collection must be an item on the agenda of the monthly meetings of the Board of Directors. As a general rule, a member's becoming delinquent in the payment of Club dues is preceded by absence from Club meetings, failure to accept invitations to social affairs and lack of participation in community-serving activities. Constant attention to the above indicators of the loss of interest by the member and taking prompt remedial action may reduce the number of dues collection problems.

A Three-Letter Plan for Dues Collection

Along with the need for the Board of Directors to be aware of the status of each member's dues obligation is the inherent responsibility of the Secretary-Treasurer to promptly submit dues statements to the Membership in accordance with the Bylaws and Policies of the Club.

Once the member's dues become past due, a three-letter collection plan is offered. The suggested letters should be tailored to the personality of those who are the authors.

The three-letter plan will never be as efficient as a personal contact by the President, Secretary-Treasurer, or Finance Chair through a phone call or personal visit. Consequently, if the letters fail to provide the desired results, a personal contact by the President several days after the third letter is a must.

Suggested letters appear here. The dates shown on the samples indicate the sequence of the mailing of them.

OPTIMIST CLUB OF ANYTOWN

August 30, 20xx

Mr. John Doe, Member
Optimist Club of Anytown
123 Main Street
Anytown, Anywhere

Dear John:

I have just come from our Club meeting and want you to know that we again missed you. Your friendly smile and your presence contributes something to the Club that no other member can replace. Your absence leaves a vacuum that your fellow members feel. Why not join us next Monday at noon?

By the way, did you misplace the dues statement that was recently sent to you? If so, I am enclosing a duplicate copy, and for your convenience, there is a stamped, addressed envelope.

We will be looking for you on Monday. Please join us!

Optimistically yours,

Sallie Brown
President

OPTIMIST CLUB OF ANYTOWN

September 10, 20xx

Mr. John Doe, Member
Optimist Club of Anytown
123 Main Street
Anytown, Anywhere

Dear John:

As Finance Chair of our Club, I feel a great responsibility to the Club for its financial condition. There was an expression of confidence in me when I was selected, and among other things, I was given the duty of keeping the Club's finances strong and healthy.

As of today, your check for your dues has not been received. The Club counts on your friendship and support to accomplish its activities and projects.

As you know, it costs money to pay for meals for our speakers, the rental of the audio-visual equipment, the printing and mailing of our Club bulletin, etc.

Your check will complete payment of your dues.

Since you may have lost your dues statement, I am enclosing another and an envelope for your reply. I look forward to hearing from you.

Optimistically yours,

Paul Brooks
Finance Chair

OPTIMIST CLUB OF ANYTOWN

September 20, 20xx

Mr. John Doe, Member
Optimist Club of Anytown
123 Main Street
Anytown, Anywhere

Dear John:

At its meeting, the Board of Directors instructed me to notify those Members who have not paid their past due Club dues that they will be deleted from the Club's membership if they have not paid their dues prior to September 30.

The Bylaws of the Club require that we follow the procedure of deleting current Members who have not paid their dues.

Nearly every Member of the Club has paid his/her dues, and we are striving for 100 percent participation. I vividly recall your many contributions to the Club and Anytown. I look forward to hearing from you soon.

Sincerely,

Ed Graves
Secretary-Treasurer