

Roles of a Club Treasurer

The club Treasurer is responsible for keeping track of financial records. The club treasurer controls the club's money, both its collection and disbursement. He or she collects member dues, prepares and monitors the budget and maintains accurate financial records. As well the treasurer is part of the executive club board. Below is a list of official duties that the club treasurer is responsible for.

Main Duties of a Club

Treasurer



- 1** Prepare the club's budget, present it to the board for approval and ensure that club activities adhere to the budget.
- 2** Maintain accurate financial records throughout the year, to be reviewed at any time by members, other officers, or administration.
- 3** Inform the sponsoring Kiwanis Club of the Key Club's financial status.
- 4** Collect dues. In coordination with the faculty advisor and club secretary, update the club roster and submit dues through the Membership Update Center at keyclub.org/muc.
- 5** Understand school and club policies regarding student financial accounts relating to school organizations

Dues Information

- Payment of dues is required for a student to be considered a member.
 - A Key Club must pay club dues to be in good standing and eligible for awards and to attend district and international events.
 - Your district dues help provide training to student leaders, support district programs and support general expenses.
 - International dues help create resources to support the organization at every level. These resources include Key Club magazine, promotional materials, posters, membership cards and pins, awards,
 - educational training, the Key Club weekly email and annual club support resources.
 - The fiscal year of Key Club International begins October 1 and ends September 30.
 - Annual dues are due December 1. Many clubs choose to pay by the early bird deadline of November 1
- 6** Organize fundraisers to raise money for your school's Key Club as well as different Key Club partners and sponsors.

Dues Payment Process for a Club Treasurer

The club treasurer collects dues payments, the club secretary is gathering each member's information to update records on the Membership Update Center. Both the Key Club faculty advisor and club secretary have access to the online Membership Update Center at keyclub.org/muc to submit annual dues and add new members. Work with your faculty advisor and club secretary to complete the dues submission process.

What is the Membership Update Center?

The Membership Update Center (MUC) is a tool available to all advisors whose clubs are in "good standing". This tool is effective at updating new members whenever a member is newly inducted. The MUC is how advisors pay dues for the year to create a simple due system process. If a club becomes suspended, said club will lose access to the MUC and must pay dues manually by mailing a check and roster to Kiwanis.

Payment of Dues

Dues are \$13.50 in total, \$6.50 goes toward our District while \$7 goes toward International. Each member must account for this amount, therefore the total dues for the club is \$13.50 times the amount of members. You may also email your roster to member services for an invoice.

For any questions please feel free to reach out to me at Trs2021@carolinaskeyclub.org

