

NM 4-H CLUB OFFICER PROFILE TREASURER



Congratulations on being elected Treasurer of your 4-H Club! You may be wondering what it is expected of you as the Treasurer. This officer profile sheet is a short description of your duties and tips to make your officer year a success.

DUTIES:

- Work with your 4-H club officer team and 4-H organizational leaders to establish yearly club goals, monthly meeting agendas and programs and develop club activity calendar
 - Meet with club officers and leaders to develop a club budget for the year
 - Keep accurate, up to date records
 - Present a treasurer's report at each club meeting
 - Promptly pay all bills authorized for payment by the club budget or by club members
- Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of the club
 - Check the monthly bank statements for 4-H accounts and keep an accurate ledger

Success Tips:

- Read the New Mexico 4-H Officer Handbook
- Communicate with your 4-H Organizational Leaders and Officer Team
 - Know what needs to be included in the Treasurer Report
 - Attend your 4-H Club meetings

4-H Connection:

- Contact your County 4-H Agent with all fundraising events for permission and publicity needs
 - Attend 4-H Leadership Activities
 - Assist in the end of the year audit for your club's accounts
- For more information: See your County Extension Agent

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