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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