

Balancing Leadership and Academic Demands

Although participating in co-curricular activities is a rewarding experience, over-dedication to club activities can at times affect your academic performance. Use good judgment when you participate in a student organization. Remember that the main reason you elected to go to college is not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future. Make use of the tutorial services that the College offers.



BOROUGH OF MANHATTAN
COMMUNITY COLLEGE

Office of Student Activities
199 Chambers Street
Room S206C
New York, NY 10007

Phone: 212-220-8160
Fax: 212-220-1282

Website: www.bmcc.cuny.edu/studentactivities
Email: osa@bmcc.cuny.edu



Club Treasurer



A brief guide for the new
club Treasurer



Congratulations on being elected club Treasurer!

You are now part of BMCC's family of elite student leaders. As your fellow officers, you commit your time and effort to ensure that your organization flourishes. Along your journey, you will be asked to maintain accurate records of the club's financial transactions and maintain continuity by training those that will follow in your steps.

Leaders are accountable to their membership

Remember

The duties listed here are general duties for the Treasurer of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of the group. In general, a Treasurer should:

Duties of the Treasurer

1. Be fully aware that he/she is responsible for all funds of the organization. He/she signs all requisitions—along with the Faculty Advisor—for the expenditure of funds allocated by the Student Government Association (S 215).
2. Prepare a budget and have it approved by the executive committee and membership.
3. Make certain the organization expends money in accordance with the approved budget and within college policy and regulations.
4. Have available for review a Treasurer's Report at each business meeting of the organization listing receipts, expenditures, and balance on hand.
5. Coordinate with the BMCC Association (S 360) to see that all bills are paid promptly.
6. Keep a record of all money handled, both incoming and outgoing, and indicate purposes for which money was disbursed.
7. Have records available and in a condition for examination at any time.
8. Do not write requisitions or amounts that exceed the club's budget.

9. Work with the President and Vice President to create grant proposals requesting funding for club projects.

10. Explore possible sources of outside funding.

11. Develop and run all fundraising activities.

Make plans and strategies to reach your goals
