



Club Name: _____

Position: Treasurer

Year(s) in office: _____

Created by: _____

Email address: _____

Hello and welcome to your transition guide. This document will contain everything you need to know about being Treasurer of your club. It covers your basic role and responsibilities (i.e. what needs to happen to make sure things run on time), ongoing projects that I started this year and what lessons I learned running the club over the past year.

Role and Responsibilities:

AMS requirements Act as liaison to the VP Finance Office and the sole signing officer

Additional Requirements _____

As Treasurer, you'll also be responsible to handling contracts between your club and external partners. Remember that when you are looking to sign any new contracts, you'll need to have those approved by the AMS. Any contracts signed yourself are invalid since your club is a subsidiary of the AMS and could leave you personally liable. That's not something you want on your plate. To get a contract signed by the AMS, send it to contracts@ams.ubc.ca and give the AMS 3 weeks to process everything. Make sure you're on top of it because they won't rush things for you!

Before you can start handling finances for your club, you'll need to be authorized. That means passing the Treasurers Test and submitting documentation. One key step is attending a Treasurers Orientation (there will be one of these during the New Exec Orientations on March 23rd, 24th and 25th). Make sure you double check the exact steps in the Club Handbook and get authorized as soon as possible!

Also, you should know exactly what being a member of our club entails. There are some specific requirements mandated by the AMS, such as the difference between an active member (UBC student) and an associate member (non-UBC student). Active members can run for positions and vote in elections; associate members can't. Also, more than 1/3 of the club can't be made up of associate members and associate member fees must be 50% more than active member fees. Beyond that, membership gets:

Fees _____

Benefits _____



Total Collected _____

As you know, your club's budget is due to the VP Finance's office by October 1st. To make the budget, you'll want to understand our current financial situation which I've detailed below:

Financial Situation:

Money in Account _____

Money Spent This Year _____

Money made This Year _____

Expensive Events _____

Summer Projects

Now that you have a better idea of what you do specifically in the club, there's a couple things you need to get organized over the summer or else the first week of September will be incredibly hectic. As you know, Clubs Days happens during September so you'll want to be prepped for that. Check the Club Handbook for the specific date when the Clubs Days application is due:

Summer Project #1: Budget Submission

What _____

Why _____

How _____



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Summer Project #2: _____

What _____

Why _____

How _____



Annual Projects

I've also been working on a couple of projects over the course of the year that I'd like you to continue. I think these would be a great addition to the running of the club! The big one that is required is handling reimbursements and grants. They are:

Project #1: Reimbursements and Grants

What

Why

How

Project #2:

What

Why

How

Collaborators

Project #3:

What

Why

How

Collaborators



Annual Events

Another thing to be aware of regarding planning is that we throw a couple big events each year. You'll want to get started on organizing these early because they do take a lot of work. Mind you, they're part of what makes out club successful. The big ones are:

Project #1: _____

What _____

Why _____

How _____

Annual Event #2: _____

What _____

When _____

Planning Required _____

Collaborators _____

Annual Event #3: _____

What _____

When _____

Planning Required _____

Collaborators _____



Strategic Partners

In the world of clubs, there are a number of strategic partners that are crucial to our success. Below you can find who those individuals are and why you need to be in touch with them. In the Club Handbook, there are specific details on signing contracts and setting up partnerships. Be sure to read those! The existing partnerships and contracts that we already have in place are:

Partner #1: _____

Who _____

How _____

Are there any agreements in place with this partner? Yes No

Things you should know about this agreement:

Partner #2: _____

Who _____

How _____

Are there any agreements in place with this partner? Yes No

Things you should know about this agreement:



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Partner #3: _____

Who _____

How _____

Are there any agreements in place with this partner? Yes No

Things you should know about this agreement:



Tips and Tricks

Great! You now know what's going on in the club. Additional information about all club requirements mandated by the AMS can be found in the Club Handbook (it's a great resource!) and in the regular newsletters sent out by the C&S Team (make sure you're set up as a leader on Clubhouse to get these!). A list of contacts is also on the last page.

I also learned a bunch of lessons about this position over the course of the year that I wish I had known at the beginning of the year. My recommendations for how to change things would be:

Lesson #1:

Lesson #2:

Lesson #3:



Finally, here’s a list of current deadlines for things coming up soon. Just remember, these are always subject to change and the most up-to-date information will be in the Club Handbook:

March 23rd, 24th, 25th	New Exec Orientations (3 sessions)
March 30th	Renewal of Club Status
May 1st	New Execs take office
May 15th - 19th	Moving dates for Offices/Lockers
October 1st	Budget due

Club Specific Deadlines:

Date: _____	_____
Date: _____	_____
Date: _____	_____
Date: _____	_____
Date: _____	_____

And that’s everything! One last thing to remember, if you ever have any questions, check the Club Handbook first. If you can’t find your answer there, feel free to drop by the SLSC to chat with the C&S Team or send them an email at clubquestions@ams.ubc.ca.

Good luck!



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Contacts

AMS and UBC

Clubs & Societies Team, VP Admin

clubquestions@ams.ubc.ca

Any club administrative questions, comments or concerns

Clubs & Constituencies Financial Administrator, VP Finance

fincom@ams.ubc.ca

Financial information for your club accounts

Funds & Grants Administrator, VP Finance

fundsandgrants@ams.ubc.ca

Applying for AMS funds and grants for club operations

AMS Contracts

contracts@ams.ubc.ca

Signing all your club contracts; please give us 2-3 weeks

Ricardo Bortolon, Student Booking Representative

amsbookings@ams.ubc.ca

Booking a room or table in the Nest or on the Plaza outside

Andre Ma, Conferences + Catering Sales Manager

andreama@ams.ubc.ca

Help with sponsorship opportunities

UBC Room Bookings, Student Services

room.bookings@ubc.ca

For help booking UBC operated spaces

Campus and Community Planning

arlene.chan@ubc.ca

Booking outdoor spaces on campus

Student Life and Sustainability Centre

slsc@ams.ubc.ca

Questions about the SLSC; requests for discounts, printing, and equipment rentals



Club specific

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____