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*  

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
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**

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**Collaborators**

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**Project #3:**

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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 our 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:
________________________________________________________________
________________________________________________________________
________________________________________________________________
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!
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

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