Secretary

Club Officer Training
Agenda

- Secretary Role
- Secretary Responsibilities
- Secretary Resources
Session Objectives

- Identify your role
- Fulfill your responsibilities
- Find resources that help you
Secretary Role
Secretary Responsibilities

- The Club Meeting
- Outside the Club Meeting
- The Executive Committee
The Club Meeting

- Before Club Meetings
- Upon Arrival at Club Meetings
- During Club Meetings
Before Club Meetings

- Post the previous minutes.
- Prepare a list of actions for the president.
- Update the club’s officer list.
Upon Arrival at Club Meetings

- Circulate attendance sheet and guest book.
During Club Meetings

- Read previous minutes, note amendments, record current meeting minutes.
Outside the Club Meeting

- Maintain accurate roster.
- Submit club officer list.
- Handle correspondence.
- Keep club files.
- Attend club executive committee meetings.
Outside the Club Meeting

- Vote at international business meetings.
- Facilitate member progress in Base Camp.
- Arrange for your replacement or assistance.
- Prepare your successor for office.
The Executive Committee

- Read the previous meeting minutes.
- Note amendments.
- Record current meeting minutes.
How to Fulfill the Secretary Responsibilities

- How
- When
- Who
- What
Secretary Responsibility Action Plan

- How will you fulfill this responsibility?
- When will each action be completed?
- Who is available to help you?
- What materials and resources can you use?
Getting Started

- Attend district-sponsored club-officer training program.
- Read materials.
- Meet with outgoing executive committee.
- Meet with outgoing secretary.
- Meet with current executive committee.
- Confirm submission of the newly elected officers list.
- Review and order any needed materials.
Additional Resources

Secretary Resources

* Distinguished Club Program and Club Success Plan (Item 1111)  www.toastmasters.org/1111
* Guest Book (Item 84)  www.toastmasters.org/84
* Club officer list  www.toastmasters.org/clubcentral
* Use of Toastmasters materials  www.toastmasters.org/memberlists
This concludes the session.

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