

# 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.
- ▶ 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?

# Secretary Resources



# 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](http://www.toastmasters.org/1111)

Guest Book (Item 84)

[www.toastmasters.org/84](http://www.toastmasters.org/84)

Club officer list

[www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral)

Use of Toastmasters materials

[www.toastmasters.org/memberlists](http://www.toastmasters.org/memberlists)

**This concludes the session.**

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