

As the secretary, you facilitate the smooth operation of the club by maintaining vital records. You maintain the club's written history so that future club officers will have this important information.

The essence of the secretary role:

1. Maintaining and managing club records, files, and correspondence.
2. Ensuring the club is organized and up to date.

The responsibilities of the secretary:

1. Take notes.
2. Maintain files.
3. Report new officers.

Scenarios and Solutions:

Before Club Meetings:

- Post the minutes of the previous club meeting online, and notify club members that the minutes are available for review.
- Prepare for the president a list of actions to be taken during the business meeting, including unfinished business, announcements, and correspondence.
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- _____
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Upon Arrival at Club Meetings:

- Circulate the club's attendance sheet and Guest Book for members and guests to sign.
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- _____
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During Club Meetings:

- Read the minutes of the previous meeting, note any amendments, and record the minutes of the current meeting.
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Outside the Club Meeting:

- Maintain an accurate membership roster and give it to the treasurer to submit with dues.
- Submit club officer list to World Headquarters within 10 days after elections.
- Handle general club correspondence.
- Keep club files, including the club charter, constitution and bylaws, minutes, resolutions, and correspondence.
- Attend club executive committee meetings.
- Arrange for a replacement if unable to attend a club meeting and for assistance if necessary.
- Prepare your successor for office.
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Participate in the executive committee.

- Read the pervious meeting minutes.
- Note amendments.
- Record current meeting minutes.
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Additional Resources:

- Club Leadership Handbook (Item 1310)
- Distinguished Club Program and Club Success Plan (Item 1111)
- Guest Book (Item 84)
- Club officer list
- Use of Toastmasters materials
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