

Secretary



TOASTMASTERS
INTERNATIONAL

WHERE LEADERS ARE MADE

Role Overview

“The club secretary is responsible for club records and correspondence. The club secretary has custody of the club’s charter, constitution, and bylaws and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club executive committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member; and transmits the same to the successor in office. The club secretary provides notices of meetings as required by this constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.”

Everything you do must support the Club Mission:

“We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.”

Main responsibilities:

- Taking minutes of meetings, maintaining club records and updating the club officer list.
- Voting at the International Business Meeting or assigning a proxy.
- Base Camp Manager

Before the Club Meeting

- Post the minutes of the previous club meeting online, and notify club members that the minutes are available for review (depending on your club culture).
- Prepare for the president a list of actions to be taken during the business meeting, including unfinished business, announcements, and correspondence.
- Update the club’s officer list online when necessary.

On Arrival at the Club Meeting

- Circulate the club’s attendance sheet and Guest Book for members and guests to sign. (depending on your club culture, this maybe the responsibility of the Vice President Membership or SAA.)

At the Club Meetings

- Read the minutes of the previous meeting, note any amendments (depending on your club culture).
- Record the minutes of the current meeting.

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.

- Facilitate member progress by verifying education, approving requests, and tracking progress on Base Camp.
- Arrange for a replacement if unable to attend meetings.
- Attend club executive committee meetings.
- Vote at international business meetings or assign the proxy.
- Prepare your successor for office

Responsibilities at the Executive Committee Meetings

- Read minutes of the previous meeting, note amendments
- Record current meeting minutes

Resources

The following resources are available to assist you in your role:

- [Club Leadership Handbook](https://www.toastmasters.org/resources/club-leadership-handbook) (https://www.toastmasters.org/resources/club-leadership-handbook)
- [Secretary Training Video](http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/Secretary_v2_06072017/story_html5.html) (http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/Secretary_v2_06072017/story_html5.html)
- [District 17 Website](https://toastmastersd17.org/resource/help-for-secretaries/) (https://toastmastersd17.org/resource/help-for-secretaries/)
- President
- Club Officer Training

Opportunities for Skill Development as a Secretary

As a Club Secretary you will have the opportunity to develop the following skills:

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|-------------------------|---------------------------|
| • Minute Taking | • Handling Correspondence |
| • Report Writing | • Time Management |
| • Policy Administration | • Organisational Skills |
| • Record Keeping | |

The Next Step

Once you finish your term as the club's Secretary you might like to take on another committee role where you can continue to grow your leadership and interpersonal skills.

Summary

- The Secretary is responsible for taking minutes of meetings, maintaining club records and updating the club officer list.
- They vote at the International Business Meeting or assign a proxy.
- They perform Base Camp Manager role in Pathways.
- Along with the entire executive committee they are responsible to deliver a positive member experience, achieve goals, drive membership growth and look for future leaders.

Enjoy your term as Secretary!