



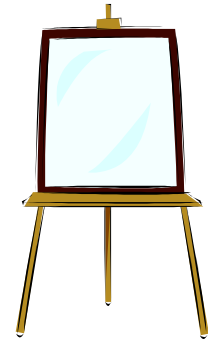
TOASTMASTERS IN DISTRICT 55

**Secretary Training by:
Patricia Ryland-Fisher**





Club Officer Training



- Every June, July and August and every December, January and February, your district conducts club officer training.
- These programs include a review of each officer's responsibilities and tips for fulfilling them.
- The programs allow you to meet officers from other clubs and provide an opportunity to share ideas and keep up on current information. You should make
- every effort to attend.

Maintain an Accurate Membership Roster

- Ensure members receive important materials, and that they are eligible for educational awards and speech contests
- Serves as a historical document
- Help the vice president membership follow up on members who are frequently absent.





Report New Officers to World Headquarters

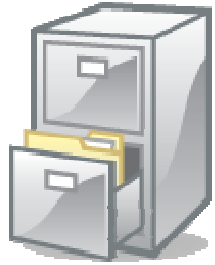


- Whenever your club elects new officers, has a change in officers, or has an address change for an officer Report all club changes immediately to World Headquarters and to your district.
- It's essential that World Headquarters has current club officer information as it sends club officers important materials several times each year. Submit Officer lists within 10 days after elections.
- Lists submitted online are due June 30 for clubs electing annually and semiannually, and Dec 31 for clubs electing semiannually.
- Officer
- In order to hold office a person must be an active member in good standing (dues paid to Toastmasters International). Also, clubs must have a
- The secretary or secretary/treasurer
- Credit in the Distinguished Club Program when officer lists are received by World Headquarters on time

Maintain General Club Correspondence



- You are responsible for writing and mailing all correspondence on behalf of the club. You should have a supply of club stationery for this purpose.
- File copies of all correspondence and make the file available to members upon request.
- You are responsible for preparing and sending orders to WHQ occasionally when supplies,
- such as administrative forms, manuals, programs, trophies, ribbons, pins, and etc needed.
- You may order from the online store at www.toastmasters.org/shop
- Display order catalog at each club meeting and have extra order forms on hand.



Keep Club Files



- *Maintain a copy of TM Club Constitution and Bylaws* on file. Read the documents and become familiar with it.
- Be familiar with the procedure for amending the bylaws
- Maintain other club files, including meeting minutes, applications, resolutions and correspondences
- Ensure you refer to “When you are a Secretary” for information on about how long to keep specific documents

Attend Club Executive Committee Meetings



- Regular executive committee meetings are vital to the success of the club.
- One of your responsibilities is to ensure the club is functioning well and is helping members in their self development efforts.
- Offer any suggestions for improving the club during the executive committee meeting

Arrange and Prepare



Arrange for a Replacement

- If you are unable to attend a club meeting, arrange for someone – perhaps another club officer – to carry out your duties.

Prepare Your Successor for Office

- Once your successor is elected, help him/her prepare to assume leadership.
- Make sure the newly elected secretary has a manual, review the standards for the office of secretary, and remind him/her to attend district- sponsored training programs.
- Discuss any unfinished business, turn over any files you may have, and offer advice or information the incoming officer may find helpful.

Record Meeting Minutes

At each executive meeting read the minutes from the previous meeting.

Prepared minutes should include:

Name of the group, type of meeting (general, regular, special), and place, date and time of meeting.

Names of people present.

Quorum count and the name of the presiding officer.

Correction and approval of the minutes of the previous meeting.

Record the exact wording of motions, name of the mover, name of the seconder, and whether the motion was passed or defeated.

Record the exact wording of a committee assignment including any power to act, the date due and the names of the committee chair and members.

Record main points made in debate (usually included in committee minutes, but not in the minutes of a general business meeting).

Your signature and the date.



Additional Information

- A good resource for preparing minutes and agendas is *Robert's Rules of Order, Newly Revised*
- Secretary Calendar/Checklist
- Web Resources
- Tools for Success
- Club and Officer Information Form
- Standards for Other Officers
- Questions

