





Club Leadership Training Session

Being the Secretary for your Club



Duties of the Secretary

- ▶ Outside the club meeting.
- ▶ During the club meeting.

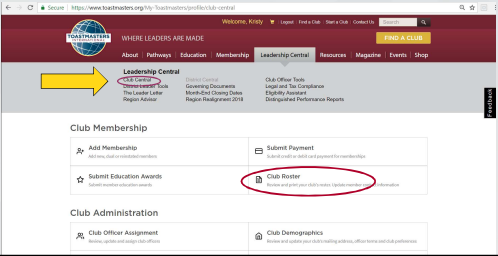


Outside the Club Meeting

- ▶ Review club membership list in Club Central.
- ▶ Update officer list in Club Central within 10 days after election.
- ▶ Act as Pathways backup for VP of Education when VP of Education is absent
 - ▶ As Pathways Base Camp Manager, notably to:
 - ▶ Approve Level Completion requests
 - ▶ Print certificates of Level completion
 - ▶ Approve Pending Requests for "External Training"

Outside the Club Meeting

- ▶ Review Club Roster (aka membership list) in Club Central.



The screenshot shows the 'Leadership Central' page with a navigation menu. Under the 'Club Membership' section, the 'Club Roster' link is circled in red. A yellow arrow points from the left towards this link.

Outside the Club Meeting

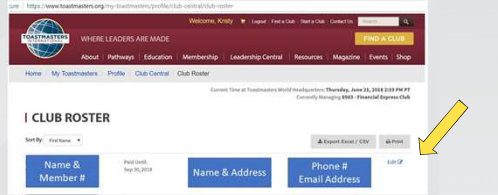
- ▶ Review club membership list in Club Central, Club Roster.



The screenshot displays the 'CLUB ROSTER' page with a table of members. The table has three columns: 'Name & Member #', 'Name & Address', and 'Phone # Email Address'. Two members are listed with their respective details.

Outside the Club Meeting

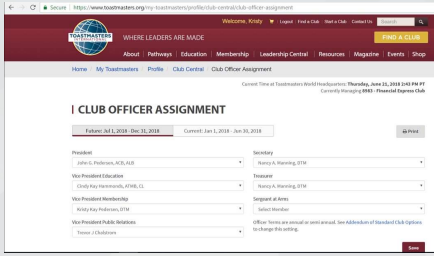
- ▶ Each member can update address, phone number, email in My Toastmasters Profile.
- ▶ Or Club Officers, notably Secretary, can revise with Edit in Club Roster.



The screenshot shows the 'CLUB ROSTER' page with a yellow arrow pointing to the 'Edit' button in the 'Phone # Email Address' column of the first member row.

Outside the Club Meeting

- ▶ Update officer list in Club Central within 10 days after election (Future list)




The screenshot shows the 'CLUB OFFICER ASSIGNMENT' page on the Toastmasters website. It includes a navigation menu at the top with options like 'Home', 'My Toastmasters', 'Profile', 'Club Central', and 'Club Officer Assignment'. The main content area is titled 'CLUB OFFICER ASSIGNMENT' and shows a form with dropdown menus for selecting officers for the period 'Expires: 10/1/2018 - 09/30/2018'. The form includes fields for President, Secretary, Vice President Education, Vice President Membership, Vice President Public Relations, and Treasurer. Each field has a dropdown menu with names and titles, such as 'Henry A. Manning, DTM' for Secretary and 'Sergeant at Arms' for Sergeant at Arms.

Outside the Club Meeting

- ▶ Handle general club correspondence.
- ▶ Keep club files, including the club charter, Constitution and Bylaws, minutes, resolutions, and correspondence.
- ▶ Arrange for a replacement if unable to attend meetings.

At the Club Meeting


- ▶ Record and read meeting minutes.
- ▶ Meeting Attendance Lists
- ▶ Timer, Ah-Counter, and Grammarian Report



Record Meeting Minutes

Suggestions for Recording Minutes


- ▶ Use the meeting agenda.
- ▶ Adapt the form for executive committee and other meetings.
- ▶ Create a diagram of where each person is seated during the meeting.
- ▶ Record key themes of discussions.
- ▶ Use bullet points.
- ▶ Ensure that your notes will be clear to everyone.
- ▶ Double check your facts, proofread, and spell check the minutes.



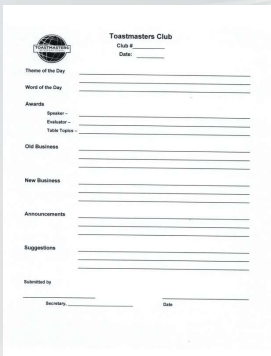
Recording Meeting Minutes

Transcribing Minutes


- ▶ Transcribe minutes as soon as possible.
- ▶ Use a consistent format and standard verbiage.
- ▶ Add long reports or supplemental material to the minutes as an appendix.
- ▶ Record the date and sign your name.
- ▶ File minutes chronologically.



Recording Meeting Minutes




The image shows a sample meeting minutes form with the following sections: Toastmasters Club (Club #, Date), Honor of the Day, Word of the Day, Awards (Speaker, Emcee, Toastmaster, Toastmaster), Old Business, New Business, Announcements, Suggestions, and Submitted by (Secretary, Date).



At the Club Meeting

▶ Meeting Attendance List – Spreadsheet

First Name	Last Name	4/2/12	4/9/12	4/16/12	4/23/12	4/30/12
Member	A	1	1	1		1
Member	B	1		1		1
Member	C	1	1		1	1
Member	D	1	1			1
Member	E					
Member	F					
Member	G	1		1	1	
Member	H	1	1	1	1	1
Member	I			1		
Member	J	1	1	1		1
Member	K	1	1	1	1	1
Member	L					
Member	M	1	1	1	1	
Total		9	7	8	5	6



Forms to Consider

1. Timers Log
2. Ah-Counter Tally Sheet
3. Grammarian's Report
4. Record of Regular Meetings
5. Another Recording Sheet



***A responsibility
and
a privilege***



Session Evaluation Link:
<http://bit.ly/tlfeedback>
(Facilitator has Session Number)

15
