



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 Toastmasters International website interface. The browser address bar displays the URL: <https://www.toastmasters.org/My-Toastmasters/profile/club-central>. The page header includes the Toastmasters International logo, the tagline "WHERE LEADERS ARE MADE", and a search bar. The navigation menu includes links for About, Pathways, Education, Membership, Leadership Central, Resources, Magazine, Events, and Shop. A yellow arrow points to the "Leadership Central" menu item. Under "Leadership Central", the "Club Central" link is circled in red. Below the navigation menu, the "Club Membership" section is visible, containing options for "Add Membership", "Submit Payment", "Submit Education Awards", and "Club Roster". The "Club Roster" option is circled in red. The "Club Administration" section is also visible, containing options for "Club Officer Assignment" and "Club Demographics".

Secure | <https://www.toastmasters.org/My-Toastmasters/profile/club-central>

Welcome, Kristy | Logout | Find a Club | Start a Club | Contact Us | Search

TOASTMASTERS INTERNATIONAL WHERE LEADERS ARE MADE FIND A CLUB

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

**Leadership Central**

- Club Central
- District Leader Tools
- The Leader Letter
- Region Advisor

District Central

- Governing Documents
- Month-End Closing Dates
- Region Realignment 2018

Club Officer Tools

- Legal and Tax Compliance
- Eligibility Assistant
- Distinguished Performance Reports

Feedback

### Club Membership

|  |  |
|--|--|
| <b>Add Membership</b><br>Add new, dual or reinstated members     | <b>Submit Payment</b><br>Submit credit or debit card payment for memberships                 |
| <b>Submit Education Awards</b><br>Submit member education awards | <b>Club Roster</b><br>Review and print your club's roster. Update member contact information |

### Club Administration

|   |   |
|---|---|
| <b>Club Officer Assignment</b><br>Review, update and assign club officers | <b>Club Demographics</b><br>Review and update your club's mailing address, officer terms and club preferences |
|---|---|



# Outside the Club Meeting

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

https://www.toastmasters.org/my-toastmasters/profile/club-central/club-roster

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Home / My Toastmasters / Profile / Club Central / Club Roster

Current Time at Toastmasters World Headquarters: Thursday, June 21, 2018 2:19 PM PT  
Currently Managing 8983 - Financial Express Club

## CLUB ROSTER

Sort By: First Name

Export Excel / CSV | Print

|                 |                             |                |                          |      |
|-----------------|-----------------------------|----------------|--------------------------|------|
| Name & Member # | Paid Until:<br>Sep 30, 2018 | Name & Address | Phone #<br>Email Address | Edit |
| Name & Member # | Paid Until:<br>Sep 30, 2018 | Name & Address | Phone #<br>Email Address | Edit |

Pathways Enrolled



# 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.


Home | [My Toastmasters](#) | [Profile](#) | [Club Central](#) | [Club Roster](#)

Current Time at Toastmasters World Headquarters: **Thursday, June 21, 2018 2:19 PM PT**  
Currently Managing 8983 - Financial Express Club

## CLUB ROSTER

Sort By:

| Name & Member # | Paid Until:<br>Sep 30, 2018 | Name & Address | Phone #<br>Email Address | Edit |
|-----------------|-----------------------------|----------------|--------------------------|------|
|-----------------|-----------------------------|----------------|--------------------------|------|





# Outside the Club Meeting

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

← → ↻ Secure | <https://www.toastmasters.org/my-toastmasters/profile/club-central/club-officer-assignment>

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WHERE LEADERS ARE MADE [FIND A CLUB](#)

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Current Time at Toastmasters World Headquarters: **Thursday, June 21, 2018 2:43 PM PT**  
Currently Managing 8983 - **Financial Express Club**

## | CLUB OFFICER ASSIGNMENT

**Future: Jul 1, 2018 - Dec 31, 2018** | **Current: Jan 1, 2018 - Jun 30, 2018** [Print](#)

|   |  |
|---|--|
| President   | Secretary  |
| <input type="text" value="John G. Pedersen, ACB, ALB"/>   | <input type="text" value="Nancy A. Manning, DTM"/>   |
| Vice President Education                                  | Treasurer  |
| <input type="text" value="Cindy Kay Hammonds, ATMB, CL"/> | <input type="text" value="Nancy A. Manning, DTM"/>   |
| Vice President Membership                                 | Sergeant at Arms   |
| <input type="text" value="Kristy Kay Pedersen, DTM"/>     | <input type="text" value="Select Member"/>   |
| Vice President Public Relations                           | Officer Terms are annual or semi annual. See <a href="#">Addendum of Standard Club Options</a> to change this setting. |
| <input type="text" value="Trevor J Chalstrom"/>           |  |

[Save](#)



## 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



## Toastmasters Club

Club # \_\_\_\_\_

Date: \_\_\_\_\_

Theme of the Day \_\_\_\_\_  
\_\_\_\_\_

Word of the Day \_\_\_\_\_  
\_\_\_\_\_

### Awards

Speaker – \_\_\_\_\_

Evaluator – \_\_\_\_\_

Table Topics – \_\_\_\_\_

Old Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Announcements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by

\_\_\_\_\_  
Secretary, \_\_\_\_\_

\_\_\_\_\_  
Date



# At the Club Meeting

## ▶ Meeting Attendance List – Spreadsheet

| Toastmasters Attendance |           |        |        |         |         |         |
|-------------------------|-----------|--------|--------|---------|---------|---------|
| 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      |         |         |         |
| 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)