

2020 SUMMER TLI

Club Leadership Training



Toastmasters Leadership Institute

**CLUB SECRETARY
WORKBOOK**

THE ESSENCE OF THE SECRETARY ROLE

Three horizontal lines for notes, each starting with a small yellow square marker.

SECRETARY RESPONSIBILITIES?

A large light blue rectangular area for writing notes.

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



BRAINSTORM HOW THE SECRETARY SUPPORTS THE MISSION OF THE CLUB

A large light blue rectangular area for brainstorming notes.

SECRETARY RESPONSIBILITIES

BEFORE CLUB MEETINGS

- _____
- _____
- _____

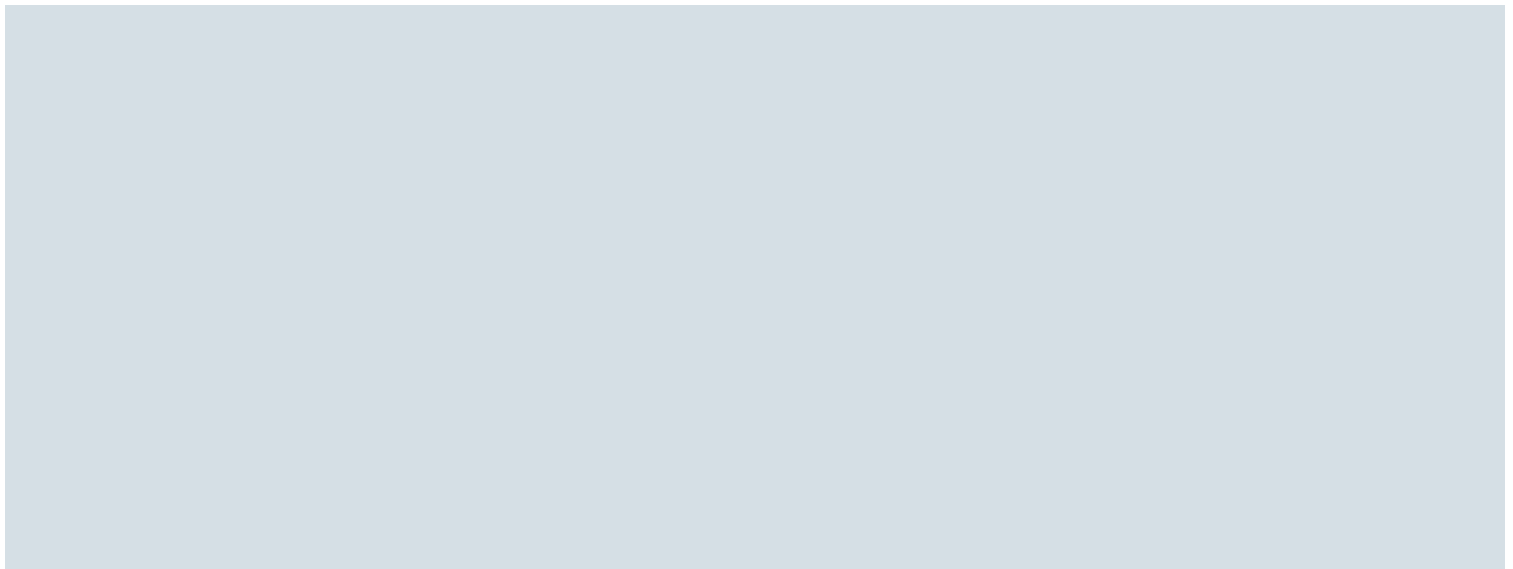
UPON ARRIVAL AT CLUB MEETINGS

- _____
- _____
- _____

DURING CLUB MEETINGS

- _____
- _____
- _____

THE EXECUTIVE COMMITTEE



SECRETARY RESPONSIBILITY ACTION PLAN

HOW WILL YOU FULFILL THIS RESPONSIBILITY?

WHEN WILL EACH ACTION BE COMPLETED?

WHEN WILL EACH ACTION BE COMPLETED?

WHO IS AVAILABLE TO HELP YOU?

WHAT MATERIALS AND RESOURCES CAN YOU USE?

RESOURCES