

The Club Secretary

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Learning Objectives

- ▶ Upon completion of this class, participants will be able to:
 - ▶ Identify the Secretary's role within the club
 - ▶ Fulfill the Secretary's responsibilities within the club and the club executive committee
 - ▶ Know how to find helpful resources

Mission

- ▶ Toastmasters International
 - ▶ We empower individuals to become more effective communicators and leaders.
- ▶ District
 - ▶ We build new clubs and support all clubs in achieving excellence.
- ▶ Club
 - ▶ We provide a supportive and positive learning environment in which members are empowered to develop communications and leadership skills, resulting in greater self-confidence and personal growth.

Vision & Values

- ▶ Vision
 - ▶ To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.
- ▶ Values
 - ▶ Integrity
 - ▶ Respect
 - ▶ Service
 - ▶ Excellence

The Secretary's Role



The Secretary's Role

- ▶ Serve as the club's custodian of records:
 - ▶ Maintain club records
 - ▶ Take & distribute meeting minutes
 - ▶ Maintain club roster (TI & club website)
 - ▶ Maintain club guest book
 - ▶ Manage all club correspondence
 - ▶ Update officer list with TI
- ▶ Serve as a member of the Executive Committee
- ▶ Serve as a “backup” Base Camp Manager

The Secretary's Responsibilities

- ▶ Before the meeting
- ▶ At the Club Meeting
- ▶ Outside the Club Meeting
- ▶ The Executive Committee



Before Club Meetings

- ▶ Post/distribute the previous minutes & upcoming agenda.
 - ▶ Club website (Free Toast Host)
 - ▶ E-mail blast
 - ▶ Dropbox, One Drive, Google Drive
- ▶ Prepare a list of actions for the president.
- ▶ Update the club's member/officer list.
 - ▶ Club Central (current vs. future list)
- ▶ Manage correspondence.

At Club Meetings

- ▶ Welcome guests and members.
- ▶ Circulate attendance sheet and guest book.
- ▶ Read previous minutes, note amendments, record current meeting minutes.
- ▶ Distribute agenda (varies by club).
- ▶ Support the DCP.
- ▶ Participate!

Outside the Club Meeting

- ▶ Maintain accurate roster.
- ▶ Submit club officer list.
- ▶ Handle correspondence.
- ▶ Keep club files.
- ▶ Attend club executive committee meetings.
- ▶ Arrange for a replacement if you are unable to attend a meeting.
- ▶ Mentor your successor.

The Executive Committee



Executive Committee

- ▶ President
- ▶ Vice President – Education
- ▶ Vice President – Membership
- ▶ Vice President – Public Relations
- ▶ Secretary
- ▶ Treasurer
- ▶ Sergeant at Arms

Executive Committee - Your Responsibility

- ▶ Read the previous meeting minutes.
- ▶ Note amendments.
- ▶ Record current meeting minutes.
- ▶ Participate in DCP/CSP.
- ▶ Participate in Special Events.
 - ▶ Open House
 - ▶ Contests
 - ▶ Membership drives

Executive Committee

- ▶ Meeting agenda / minutes
 - ▶ Call to order/Attendance/Quorum
 - ▶ Secretary's report - minutes from the last meeting
 - ▶ Treasurer's report
 - ▶ Officer Reports
 - ▶ Unfinished Business
 - ▶ New Business
 - ▶ Adjourn
- ▶ Attendance, summary of discussion, decisions reached, voting record

Executive Committee

- ▶ Meeting via Zoom, Google Meet, Microsoft Teams, or WebEx
- ▶ PC-based video conferencing
- ▶ Inexpensive for small groups
- ▶ Convenient-connect from home
- ▶ Interactive
- ▶ Meeting can be recorded to facilitate minutes

The Secretary's Action Plan

- ▶ How will you fulfill your new responsibility?
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?



Secretary Resources



Things to do...

- Attend district-sponsored club-officer training program.
- Read TM materials.
- Meet with outgoing executive committee.
- Meet with outgoing secretary.
- Meet with current executive committee.
- Confirm submission of the newly elected officers list.
- Review and order any needed materials.

Resources – Club Website

- Free Toast Host
 - Meeting Agenda (s)
 - Role Tracking
 - Member Profile
 - Club/TI Documents
 - Links to TI
 - Public Relations
 - <https://lasvegasearlyrisers.toastmastersclubs.org/>

Resources – TI Website

- Leadership Central – Club Officer Tools
 - Club Central Tutorial
 - Club Officer Tutorials
 - Online Club Charter Resources
 - Club Officer Resources
 - Club Management
 - Membership Builder
 - Distinguished Performance Report
 - <http://www.toastmasters.org/>

Additional Resources

Secretary Resources

*Distinguished Club Program and
Club Success Plan* (Item 1111)

www.toastmasters.org/1111

Guest Book (Item 84)

www.toastmasters.org/84

Club officer list

www.toastmasters.org/clubcentral

Use of Toastmasters materials

www.toastmasters.org/memberlists

Additional useful stuff can be found at d115tm.org

Timer's Report

Grammarians Report

Ah Counter Report

Speech Contest rulebook and associated forms

Club Leadership Manual



Questions?

Club Officer Training
The Club Secretary

