

Secretary Role

CLUB DUTIES

- Maintain a current membership roster and contact list.
- Update weekly Club Sign-in Sheet & ensure copy is at each meeting
- Record and read minutes of club meetings and executive committee meetings
- Circulate TIPS and the Toastmaster Supply Catalogue
- Keep club records and the club constitution and bylaws
- Maintain general club correspondence
- Attend bank with Treasurer, President & outgoing President to sign bank card

REPORTS

- Report all new, transfer and reinstated members to World Headquarters
- Maintain all new membership applications
- Submit the names and addresses of new officers to World Headquarters within 10 days after elections.
- Prepare and place club orders for Toastmasters supplies
- Assists with the semi-annual membership report
- Submits member award application/notification to TMI

OUTSIDE CLUB ACTIVITIES

- Attend Club officer training semi-annually

AT THE CLUB MEETING

- Guests greeted warmly & enthusiastically introduced
- Allow time before & after meeting to speak with guests
- Meetings start and end on time
- Discuss the Club's plan and progress with members

SKILLS DEVELOPMENT/CAREER ASSESSMENT

- Report Writing
- Policy Administration
- Purchasing
- Order Processing
- Historian/Librarian
- Research
- Document Control
- Event coordination