



SECRETARY

You maintain all club records, manage club files, handle club correspondence and take the minutes at each club and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International.

Though some clubs combine the secretary role with the treasurer, it's best to have a dedicated secretary who can help reduce the workload of the treasurer and occasionally assist the vice president education as well.

Stay current on all new developments via *The Leader Letter*. Order supplies for the club as needed.

CLUB CONSTITUTION FOR CLUBS OF TOASTMASTERS INTERNATIONAL

Article VII: Duties of Officers, Section 5

The club secretary is responsible for club records and correspondence. The club secretary has custody of the club's charter, constitution, and addendum and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club executive committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member and transmits the same to the successor in office. The club secretary provides notices of meetings as required by this constitution and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.

SECRETARY RESPONSIBILITIES

Take Notes

You take the minutes at each club meeting and executive committee meeting.

Items to Record in Meeting Minutes

- Club name
- Date
- Type of meeting (club or executive committee meeting)
- Meeting location
- Names of meeting attendees
- Name of the presiding officer
- Corrections to and approval of the previous meeting's minutes
- All motions, including the name of the mover, the name of the person who seconds the motion—if the club requires it—and whether the motion passed or was defeated
- Committee reports
- Main points of any debate or discussion

Maintain Files

Keep a copy of the *Club Constitution for Clubs of Toastmasters International* on file.

Be familiar with the Addendum of Standard Club Options.

Maintain club files, including meeting minutes, resolutions and correspondence.

Certain materials must be kept for specific lengths of time.

MATERIAL	LENGTH OF TIME
Club Charter	Always →
Addendum of Standard Club Options	Always →
Club Policies	Always →
501(c)(3) Club Employer Identification Number (EIN) Assignment Letter (U.S. clubs only)	Always →
Signed Membership Applications	Always →
Club Rosters	Always →
Meeting Minutes and Attendance Records	Always →
Legal, Controversial or Important Correspondence	Always →
Distinguished Club Program Performance Reports	Always →
Annual Financial Statements	Always →
Cancelled Checks	
Bank Statements	
Journals	7 years •••••
Audits	
Internal Reports (including officer and committee reports)	5 years •••••
Routine Correspondence	3 years •••

Comply with all local laws, regulations and ordinances in regards to recordkeeping and personal and financial information.

Report New Officers

You report new officers to Toastmasters International World Headquarters.

After new officers are elected, update the club officer list online at www.toastmasters.org/clubcentral.

SUMMARY OF RESPONSIBILITIES

▲ Before Club Meetings

- Post the minutes of the previous club meeting online and notify club members that the minutes are available for review.
- Prepare for the president a list of actions to be taken during the business meeting, including unfinished business, announcements and correspondence.
- Update the club's officer list online when necessary.

Upon Arrival at Club Meetings

- Circulate the club's attendance sheet and **Guest Book** (Item 84) for members and guests to sign.

During Club, Business and Executive Committee Meetings

- Read the minutes of the previous meeting, note any amendments and record the minutes of the current meeting.

COMMON SCENARIOS SECRETARIES FACE

Following are examples of scenarios you may encounter in your role as secretary and suggestions for how to resolve them. As you successfully respond to your own experiences in this role, be sure to share them with the Club Quality and Service Team at World Headquarters (clubquality@toastmasters.org).

- Scenario:** It's difficult to take meeting minutes while participating in the club business meeting at the same time.
- Possible solutions:** If you're planning to raise an important issue at a business meeting, arrange for another club member to take the minutes during that time.
- Scenario:** It's hard to find the balance between too much and too little detail in the minutes.
- Possible solutions:** For business meetings and club executive committee meetings, focus mainly on the motions and any information pertaining to the motions. Be sure to capture the time and place of the meetings, people present and their positions, assignments for the next week's meeting and any outstanding issues or tasks that need further discussion.
- Scenario:** The previous club secretary did not keep the club files in order.
- Possible solutions:** Track down any necessary documents, including the club charter, addendum, minutes, resolutions and relevant correspondence.
- If necessary, use club funds to purchase a portable file caddy or other small container to organize your files.
- Develop, maintain and document a simple, effective filing system and pass it on to your successor.

Secretary Resources

*Distinguished Club Program and
Club Success Plan* (Item 1111)
Guest Book (Item 84)
Club officer list

www.toastmasters.org/1111
www.toastmasters.org/84
www.toastmasters.org/clubcentral