

Secretary

Record keeping and correspondence

As secretary, you are responsible for keeping clear and accurate records of club business, including membership records and correspondence with Toastmasters International's World Headquarters and others.

The [Club Leadership Handbook](#) describes the following standards more fully and explains how to carry them out.

Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Maintain accurate membership roster and give it to treasurer to submit with dues.
- Submit new club officer list to World Headquarters within 10 days after elections via Web site or mail. Also, submit any changes to club officers immediately to WHQ.
- Handle general club correspondence.
- Keep club files, including the club charter, Constitution and Bylaws, minutes, resolutions and correspondence.
- Attend club executive committee meetings.
- Arrange for a replacement if unable to attend meetings.
- Prepare your successor for office.

At the Club Meeting:

- Record and read meeting minutes.
- Greet members and guests.

Download the [Club Leadership Handbook](#) for details about serving as Secretary.

SECRETARY CHECKLIST

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 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.