



Club Leadership Training Session

Being the Secretary for your Club



Duties of the Secretary

- ▶ Outside the club meeting.
- ▶ During the club meeting.



Outside the Club Meeting

- ▶ Review club membership list in Club Central.
- ▶ Update officer list in Club Central within 10 days after election.



Outside the Club Meeting

- ▶ Review club membership list in Club Central.

Welcome, Manhal | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#) | [Need Help?](#)

WHERE LEADERS ARE MADE [FIND A CLUB](#)

[About](#) | [Membership](#) | [Resources](#) | [Magazine](#) | [Events](#) | [Leadership Central](#) | [Shop](#) | [My Toastmasters](#)

Leadership Central

Club Central	District Central	Distinguished Performance Reports
Club Officer Tools	District Leader Tools	Governing Documents
Region Advisor Tools	Logos, Images and Templates	Public Relations
Speech Contests	The Leader Letter	Month-End Closing Dates

Club Central

The clubs you have access to are listed below. To conduct **club business**, simply click the name of the club you'd like to view:

[Firebirds Collective - 05349569](#)
[Politically Incorrect Toastmasters - 04750107](#)



Outside the Club Meeting

- ▶ Review club membership list in Club Central.

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Leadership Central

- Club Central
- Club Officer Tools
- Region Advisor Tools
- Speech Contests
- District Central
- District Leader Tools
- Logos, Images and Templates
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- Month-End Closing Dates

You're currently managing: 04750107 - Politically Incorrect Toastmasters [Exit](#)

- [Submit membership application\(s\) - new/dual/reinstate](#)
- [Pay dues](#)
- [Update my club meeting information](#)
- [Search Club Receipts](#)
- [View/Update/Print my club officer information](#)
- [Update my club mailing address](#)
- [Submit education award\(s\) for club members](#)
- [View/Update/Print my club membership roster](#)
- [Update my Addendum of Standard Club Options](#)
- [View my club's awards](#)
- [View DCP reports](#)
- [Wire Transfer Instructions \(PDF\)](#)





Outside the Club Meeting

- ▶ Review club membership list in Club Central.

You're currently managing: [04750107 - Politically Incorrect Toastmasters](#) [Exit](#)

Club Membership Roster

Members for Club: 04750107

Members may update their information via [My Toastmasters > Profile](#) on www.toastmasters.org.

[Export to Excel](#)
[Export to CSV](#)
[Printer Friendly](#)

Customer ID	Name	Address	Membership Period	Status(*)
00440358	CL	1234 Main St Frisco, TX 75034 Phone: (414) 98-5612 Email: cl@toastmasters.com	4/1/2016 - 9/30/2016 Member since: 1/1/2002	Active
03900249	CC, ALB	1234 Main St Corpus Christi, TX 78401 Home: (361) 230-1456 Cell: (361) 574-1234 Email: alb@toastmasters.com Alternate Email: alb@toastmasters.com	4/1/2016 - 9/30/2016 Member since: 4/1/2014	Active
01070895	DTM	1234 Main St Corpus Christi, TX 78401 Phone: (361) 230-1456 Cell: (361) 574-1234 Email: dtm@toastmasters.com Alternate Email: dtm@toastmasters.com	4/1/2016 - 9/30/2016 Member since: 8/1/2007	Active



Outside the Club Meeting

- ▶ Update officer list in Club Central within 10 days after election.

You're currently managing: 04750107 - Politically Incorrect Toastmasters [Exit](#)

Officer Term Current Future

[Print Roster](#)

Position	Name	Term Begin Date	Term End Date	
Club President	Terrence Terry McGuire, ACG, ALB	7/26/2015	6/30/2016	Replace
Club VP Education	Manhal M. Shukayr, DTM	7/1/2015	6/30/2016	Replace Remove
Club VP Membership	Robi W. Ley, DTM	7/15/2015	6/30/2016	Replace Remove
Club VP PR	Michelle L. Chadwick, CC, ALB	7/1/2015	6/30/2016	Replace Remove
Club Secretary	Alejandro Zavala, CC, CL	2/1/2016	6/30/2016	Replace
Club Treasurer	Dell B. Mott, DTM	7/1/2015	6/30/2016	Replace Remove
Club Sergeant at Arms	Loraine Marie O'Connor, DTM	7/1/2015	6/30/2016	Replace Remove

[Confirm](#) [Cancel](#)



Outside the Club Meeting

- ▶ Handle general club correspondence.
- ▶ Keep club files, including the club charter, Constitution and Bylaws, minutes, resolutions, and correspondence.
- ▶ Arrange for a replacement if unable to attend meetings.



At the Club Meeting

- ▶ Record and read meeting minutes.
- ▶ Meeting Attendance Lists
- ▶ Timer, Ah-Counter, and Grammarian Report



Record Meeting Minutes

Suggestions for Recording Minutes

- ▶ Use the meeting agenda.
- ▶ Adapt the form for executive committee and other meetings.
- ▶ Create a diagram of where each person is seated during the meeting.
- ▶ Record key themes of discussions.
- ▶ Use bullet points.
- ▶ Ensure that your notes will be clear to everyone.
- ▶ Double check your facts, proofread, and spell check the minutes.



Recording Meeting Minutes

Transcribing Minutes

- ▶ Transcribe minutes as soon as possible.
- ▶ Use a consistent format and standard verbiage.
- ▶ Add long reports or supplemental material to the minutes as an appendix.
- ▶ Record the date and sign your name.
- ▶ File minutes chronologically.



Recording Meeting Minutes



Toastmasters Club

Club # _____

Date: _____

Theme of the Day _____

Word of the Day _____

Awards

Speaker – _____

Evaluator – _____

Table Topics – _____

Old Business _____

New Business _____

Announcements _____

Suggestions _____

Submitted by _____

Secretary, _____

Date _____



At the Club Meeting

▶ Meeting Attendance List – Spreadsheet

Toastmasters Attendance						
First Name	Last Name	4/2/12	4/9/12	4/16/12	4/23/12	4/30/12
Member	A	1	1	1		1
Member	B	1		1		1
Member	C	1	1		1	1
Member	D	1	1			
Member	E					
Member	F					
Member	G	1		1	1	
Member	H	1	1	1	1	1
Member	I			1		
Member	J	1	1	1		1
Member	K	1	1	1	1	1
Member	L					
Member	M	1	1	1	1	
Total		9	7	8	5	6



Forms in the Handout

1. Timers Log
2. Ah-Counter Tally Sheet
3. Grammarian's Report
4. Record of Regular Meetings
5. Another Recording Sheet



***A responsibility
and
a privilege***