**Secretary Training District 29 TLI February 11, 2017 Manassas, VA**

Dana G. Richard, DTM

Club Mission: We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Club Constitution and Bylaws of Toastmasters International: The club secretary is responsible for club records and correspondence. The club secretary has custody of the club’s charter, constitution, and bylaws 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 Role:

* Maintaining and managing club records, files, and correspondence
* Ensuring the club is organized and up to date

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 Meetings:

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

Outside of Club Meetings:

* Maintain an accurate membership roster and give it to the treasurer to submit with dues.
* Submit club officer list to World Headquarters within 10 days after elections.
* Handle general club correspondence.
* Keep club files, including the club charter, constitution and bylaws, minutes, resolutions, and correspondence.
* Attend club executive committee meetings.
* Vote at international business meetings.
* Arrange for a replacement if unable to attend meetings.
* Prepare your successor for office.

Executive Committee:

* Read minutes of the previous meeting, note amendments and record current meeting minutes

Secretary Responsibility Action Plan:

* How will you fulfill this responsibility? (What specific actions will you complete?)
* When will each action need to be completed?
* Who is available to help you?
* What materials and resources can you use?

Resources

* *Club Leadership Handbook* (Item 1310)
* *Distinguished Club Program and Club Success Plan* (Item 1111) www.toastmasters.org/111
* Guest Book (Item 84): www.toastmasters.org/84
* Club Officer List: [www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral)
* Use of Toastmasters materials: [www.toastmasters.org/memberlists](http://www.toastmasters.org/memberlists)

District 29 Administration Manager: Herb Billingsley, DTM: adminmgr@tmd29.org