

Club Executive Seminar Secretary

What is a SECRETARY?

The Club Secretary is one of, if not the most important position on an executive. He/She can make or break a clubs year and are responsible for handling all incoming and outgoing correspondence among other duties.

Duties and Responsibilities

- Record minutes of all regular, executive and committee meetings
- Have all minutes published in the club bulletin or circulated to each member at each meeting
- Inform President/Chair of all requests and correspondence
- Prepare agenda in consultation with President/Chair
- Reply to all correspondence as instructed by the members in a timely manner
- Keep copies of the budget available for easy reference
- File copies of all completed project reports, membership proposals and approved financial requests for future reference
- Ensure in consultation with the Registrar that all membership stats are accurate at District and National

Helpful Hints

- Minutes should be typed where possible
- Correspondence (Snail Mail or e-mail) should be checked on a regular basis (Minimum once a week)
- Keep copies of award affidavits available for members
- Keep copies of incorporation papers and send a copy to the Deputy Governor
- Have copies of Risk Management Manual and forms available for club members
- Keep copies of National, District, Zone and Club By-Laws

Other Responsibilities may include:

- If the club does not have a Registrar, the Secretary should fill that role
- Ensure Club By-Laws are updated annually

Remember...

Although the Club Secretary fulfils a vital role in the club and can be time consuming, it is one of the most rewarding positions, as you will be exposed to all levels of the Association.