TOASTMASTERS INTERNATIONAL

District 3 Toastmasters

TOASTMASTERS INTERNATIONAL

WHERE LEADERS ARE MADE

SECRETARY NUTS & BOLTS

Joyce Chapman, DTM

Toastmasters Leadership Institute

Session Objectives

- Identify your role
- Fulfill your responsibilities
- Find resources that help you

Secretary Responsibilities

The Club Meeting

Outside the Club Meeting

The Executive Committee

The Club Meeting

- Before club meetings
- Upon arrival at club meetings
- During club meetings

Before Club Meetings

- Share previous meeting notes as per club practice

- Remind President of pending actions

Upon Arrival at Club Meetings

- In Person Meetings
  - Circulate attendance sheet and guest book
- Virtual/Hybrid Meetings
  - Document attendance

During Club Meetings

- Read previous minutes
- Note amendments
- Record current meeting minutes

Secretary - Outside the Club Meeting

- Maintain accurate roster
- Handle club correspondence
- Keep club files
- Vote at international business meetings
- Prepare your successor for office

The Executive Committee

- Read previous minutes
- Note amendments
- Record current meeting minutes

Secretary – Getting Started

- Attend TLI
- Meet with outgoing secretary
- Confirm submission of newly elected officers list

Secretary Resources

Distinguished Club Program and Club Success Plan (Item 1111)	www.toastmasters.org/1111
Guest Book (Item 84)	www.toastmasters.org/84
Club officer list	www.toastmasters.org/clubcentral
Use of Toastmasters materials	www.toastmasters.org/memberlists

This concludes the secretary Nuts and Bolts Session

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