

# CLUB OFFICER ROLES

## SECRETARY

- ▶ Maintains all club records
- ▶ Manages club files
- ▶ Handles club correspondence
- ▶ Takes the minutes at each club and executive committee meeting
- ▶ Updates and distributes a roster of the current paid membership
- ▶ Keeps the club officer list current for Toastmasters International
- ▶ Orders supplies for the club as needed

## RESPONSIBILITIES

### Take Notes

1. Take the minutes at each club meeting and Executive Committee meeting (See Club Leadership Handbook, p. 35, for specific items to record in meeting minutes)

### Maintain Files

1. Maintain club files, including meeting minutes, resolutions and correspondence.
2. Ensure that materials are kept for the required length of time as specified in the Club Leadership Handbook (p. 35).

### Report New Officers

1. After new officers are elected or appointed, update the club officer list online at [www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral).

### Base Camp Manager

1. Help facilitate member progress by verifying education, approving requests and tracking progress on Base Camp

## CHECKLIST FOR SUMMARY OF RESPONSIBILITIES

### **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
- Order supplies for the club, as needed

### **Upon Arrival at Club Meetings**

- Circulate the club's attendance sheet and Guest Book for members and guests to sign

### **During Club, Business and Committee Meetings**

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

### **Outside Club Meetings**

- Attend the Annual Business Meeting at the International Convention to vote on behalf of the club or assign your club's proxy to a member who is attending the International Convention.