



Expectations

As Secretary, you serve a vital role in **District 99** and **Toastmasters** helping your club main records, manage club files, handle club correspondence, and take the minutes at each club and executive committee meeting. You are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International. You may occasionally assist the Vice President Education as well ordering supplies for the club as required.

Responsibilities

During your term you are expected to:

- Organize and maintain club records and files
- Take minutes at club and executive committee meetings
- Update and distribute membership rosters
- Update the club and officer list at Toastmasters International
- Hold yourself and other officers accountable including your attendance as a group of the first and second rounds of the club officer training
- Understand basic parliamentary procedures
- Order supplies as needed
- Remain current with the Leader Letter
- Ensure that the following items are addressed in the monthly executive meeting agendas
 - Regular Club Business
 - Club Finances
 - Membership Renewals
 - Officer Reports
 - Gaining new members.
 - Progress in DCP
 - How to improve meetings
 - Mentoring program
 - Are members meeting their education goals, and how to help them.

I have read the above expectations for my role as Secretary and agree to fulfill them to the best of my ability. I understand that if I fail in these responsibilities, it may result in my replacement.

Name & Signature

Date

Club

Area



Skills you will learn

- Organization and problem-solving
- Records Management
- Critical thinking
- Meeting organization
- Document decisions agreed to at meetings and communicate decisions to larger audiences
- Compliance with standard procedures