



Secretary

Club Officer Training
2020-08-10
Ingrid Pederson, DTM

Zoom Meeting Etiquette

- Listen with an open mind
- Stay on point
- Use mute when not speaking
- Put up hand when you want to speak





Who Are You?

Group question:

<https://padlet.com/pedersoningrid/ihtstqz63xboy29d>





Secretary Agenda

Secretary Role
Responsibilities
Resources



Responsibilities of Secretary

Take notes

Maintain files

Report new officers

Base Camp manager





Secretary Duties

Meeting quality
Club Success
Member Relations



Hey! What
are your
goals?




Before Club Meetings

Post minutes of previous club meeting online

Business meeting preparation

Order supplies as needed

WHERE LEADERS ARE MADE

FIND A CLUB

About | Pathways | Education | Membership | Leadership Central | Resources | Magazine | Events | Shop

Home / Shop / Club Officers / Meeting Supplies

Shop By	Education	Meetings	Contests	Recognition	Marketing	Gifts
Awards		Club Officer Manuals		New Members and Guests		
Badges		General Meeting Manuals		Supplies		



Upon Arrival at Club Meetings

Circulate the club's attendance sheet and Guest Book (Item 84) for members and guests to sign



Outside Club Meetings

Attend the Annual Business Meeting at the International Convention









Base Camp Manager

The President, VP Ed and you are the only club officers who have access to the Base Camp manager page

Base Camp Manager – Training Approvals



Search 







Home Paths and Learning Tutorials and Resources Reports





Home > > View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their transcript. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following:

Training Pending Approval

 [Printable Version](#)  [Export to Excel](#) (1 Result)


  [Search](#)


Requested By	Training	Type	Date	Options
Abou Jaoude, Rania  Pipe-Up Toastmasters Club (Club) Member (Position)	 Level 2 Completion— Presentation Mastery	Completion	7/16/2020 11:58 AM	 



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Base Camp Manager – Training Approvals



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Home Paths and Learning Tutorials and Resources Reports

Home > > [View Pending Requests](#) > Approve Request

Please enter any additional comments:

Cancel Submit

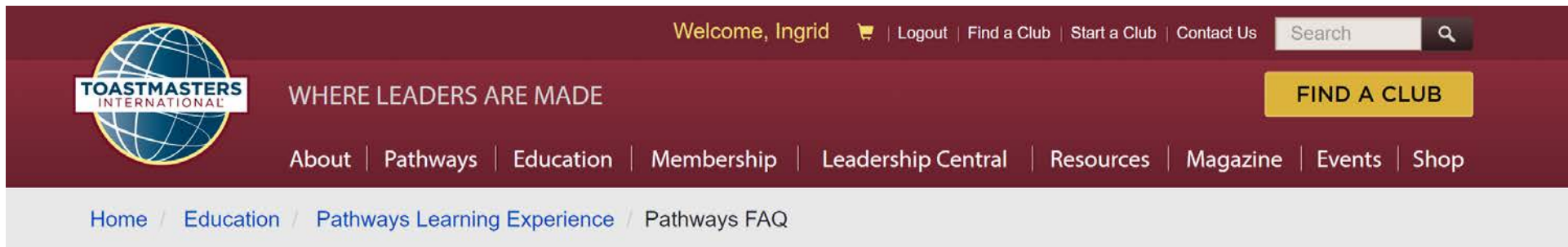
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How to Move Your Members Through Pathways

Step One: Log in!

Step Two: Fill out survey!

Step Three: Communicate to your VP Education so they can schedule you!



| PATHWAYS FAQ


1. What is Base Camp?



2. Why do I need to disable my pop-blockers on Base Camp and how do I do so?




Pathways Evaluation Forms




WHERE LEADERS ARE MADE

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Welcome, Ingrid  | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#)



[FIND A CLUB](#)

RESOURCE LIBRARY


Select Category:

Evaluation Resources

Resource Type:

File Type

Keyword:





High Performance Leadership-Evaluation Resource

This evaluation resource is for the "High Performance Leadership" project. Use it in your club to evaluate a member completing this project. You can download and complete the



Ice Breaker-Evaluation Resource

This evaluation resource is for the "Ice Breaker" project. Use it in your club to evaluate a member completing this project. You can download and complete the resource on your device, or print and complete it by hand.



Improvement Through Positive Coaching-Evaluation Resource

This evaluation resource is for the "Improvement Through Positive Coaching" project. Use it in your club to evaluate a member completing this project. You can download and complete the



Inspire Your Audience-Evaluation Resource

This evaluation resource is for the "Inspire Your Audience" project. Use it in your club to evaluate a member completing this project. You can download and complete the resource on your device, or print and

EVALUATION FORM

Ice Breaker

Member Name Date

Evaluator Speech Length: 4 – 6 minutes

Speech Title

Purpose Statement

The purpose of this project is for the member to introduce himself or herself to the club and learn the basic structure of a public speech.

Notes for the Evaluator

This member is completing his or her first speech in Toastmasters. The goal of the evaluation is to give the member an effective evaluation of his or her speech and delivery style. Because the “Ice Breaker” is the first project a member completes, you may choose to use only the notes section and not the numerical score.

General Comments

You excelled at:

You may want to work on:

Secretary Success!





CLUB LEADERSHIP HANDBOOK

A Guide to Effective
Club Leadership



WHERE LEADERS
ARE MADE

Rev. 02/2020



Secretary

CLUB OFFICER TRAINING

Additional Resources



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

Feel free to contact me at:
i.pederson@yahoo.ca (Ingrid Pederson) with any questions



Round Table

