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

FreakingNews.com

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

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

Base Camp Manager – Training Approvals

TOASTMASTERS PATHWAYS learning experience

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Home > > View Pending Requests > Approve Request

Please enter any additional comments:

Cancel | Submit

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!
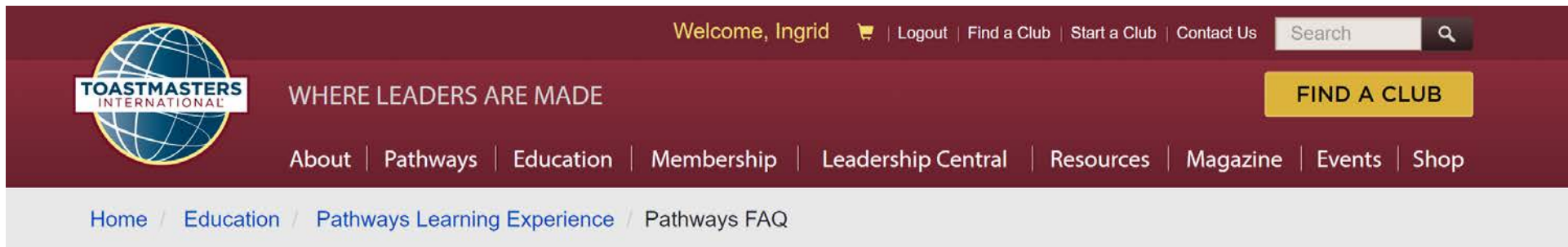
Pathways Evaluation Forms

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!

TOASTMASTERS INTERNATIONAL

CLUB LEADERSHIP HANDBOOK

A Guide to Effective
Club Leadership

Rev. 02/2020

TOASTMASTERS INTERNATIONAL

WHERE LEADERS ARE MADE

TOASTMASTERS INTERNATIONAL

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