



Secretary

Summary:

As Secretary, you maintain all club 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. Though some clubs combine the Secretary role with the Treasurer, it's best to have a dedicated Secretary who can help reduce the workload of the treasurer and occasionally assist the Vice President Education as well. You will also order supplies for the club as needed.

Responsibilities:

- Take minutes at club and executive committee meetings
- Organize and maintain club records and files
- Update and distribute membership rosters
- Update the club and officer list at Toastmasters International
- Understand basic parliamentary procedures
- Order supplies as needed
- Remain current with the Leader Letter

Skills learned:

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