

7 Succinct Steps to Success as Secretary

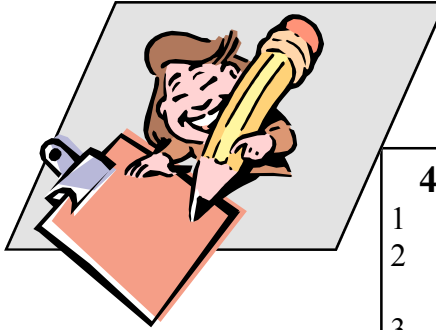
- 1 Mail Club Officer Information form to World Headquarters, WHQ, (June 30th).** Keep a copy for your records. You're responsible for the officer list due by June 30, 2006. Use the form in your manual and fax it in. For faster and more reliable service — do it electronically on the Internet. ***You will need the club number and password*** to access this protected area. Ask the current President or Treasurer.
Go to https://ecommerce.toastmasters.org/timssnet/login/tnt_login.cfm **Why? WHQ mails all paperwork (including dues renewals!) to officers on file. If you don't submit a new list, all the materials will either go to the previous officers or not mailed at all!**
- 2 Circulate TIPS & District Email** - TIPS is sent out electronically from WHQ. Only (officers) receive this publication. Bring your copy to meetings. **Why?** Your members might want to know what's new from World Headquarters. **Get on the DISTRICT 31 YAHOOGROUPS** email list. Just go to **www.district31.org** and scroll down to the bottom of the home page. Click on **Subscribe!**
- 3 Update constitution and bylaws** - Notify WHQ if your club votes to make permanent changes such as location, day, time, etc. Notify WHQ with the club resolution Form found in your Secretary manual. **Why?** So WHQ and district has accurate info about your club!
- 4 Maintain club correspondence** - Keep copies of all correspondence. Make the file available to members upon request. **Why?** Club correspondence is an important historical record and should be carefully maintained especially any location, date and meeting time changes reported to World Headquarters. Some clubs send cards to members experiencing moments of joy or sorrow, such as weddings, new baby, college graduation or bereavement. (*as needed*)
- 5 Maintain accurate membership roster.** Give it to the Treasurer in February and August to help him/her collect dues. **Why?** An accurate membership roster ensures that the VP of Education can contact members when putting the agenda together and when the Toastmaster of the Day is trying to confirm meeting assignments.
- 6 Record Attendance** - It's important to know who visited and who attended meetings. **Why?** It helps the VP Membership follow up on members who are absent. Poor attendance is the first sign of uninterested members. The VP Education may refer to your report when making meeting assignments (who gave a speech last, who evaluated whom, etc.)
- 7 Record Club & Executive Meeting Minutes—(On back)**

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Meeting Minutes... What's Your Style?

4 Reasons: Why Minutes?

- 1 Written record of speeches
- 2 Let absent members know what's going on
- 3 Written record of business meeting (motions, votes, committees, actions)
- 4 Use as a marketing tool to let guests "meet" the club and "sample" the club culture.



4 Ways To Distribute

- 1 mail out with agenda
- 2 make copies and put them out at meeting
- 3 send out in email
- 4 send to web page

Quick & Easy - No time? Limited writing skills? You can still do minutes! Just take your meeting agenda and mark it up with the meeting information. Takes just a few minutes of your time and provides essential information.

Newsy - Got time? Love to write? Exciting club culture? Write about the speeches, the meeting theme or anything else that will help members (and guests) feel as if they were there (or wish they were)!

**No matter how you take minutes. Just do it. It will make your club stronger.
Communication is the hub of Toastmasters and the secretary is the hub of the club!**

Quick & Easy Method

⇒ Captures all the pertinent information. Pros -Just the facts. Easy to prepare. Cons -Little detail.

- Note time meeting comes to order and who called meeting to order
- List guests (as introduced)
- Business meeting minutes
 - Motions
 - Committee updates
 - District & WHQ news
- Toastmaster (note Theme)
- Annotate any changes to roles
- Note Word Of The Day (and any definition) and member name
- Joke (paraphrase if you like or just note member name)

- Speakers - speech #, member name, time requirement, title, time spoke (annotate when timer gives report)
- Table Topics - topics, speakers, times
- General Evaluator - member name
- Evaluators - member name, times
- Ah Counter - member name
- Grammarian - member name
- Listener or other evaluation team member (if appropriate) - member name
- Toastmasters closing comments
- Presidents (closing) remarks

This is only a rough guideline.

Newsy Method

Adapt it to fit your club culture!

⇒ Delves into details & Expounds on the Perspective of the meeting. Pros - story-like, easy to read, nice details. Cons-more effort to prepare.

- **Same as Quick & Easy EXCEPT**
- Entire Joke
- Introductions (Transitions)
- Speeches / Speakers - highlights of speech
- Table Topics (more detailed description of each topic and the participant speech/response)
- General Evaluator - opening comments
- Introductions (of evaluators)
- Details of each evaluation
- Ah Counter & Grammarian report

Club Secretary
Toastmasters International

Responsibilities

Standards outside the Meeting (Behind the Scenes)

- ◆ Maintain membership roster
- ◆ Mail officer list to WHQ
- ◆ Handle correspondence & keep club files
- ◆ Attend Club Executive Committee meetings and take minutes
- ◆ Attend District-sponsored Club officer training
- ◆ Arrange for a replacement if unable to attend meetings
- ◆ Prepare successor

Standards at the Meeting

- ◆ Take minutes
- ◆ Greet guests (a smile & a handshake brightens everyone's day!)

Case Study

A month ago two new members joined a Toastmasters Club. Unfortunately, both of them are having a difficult time beginning the Communication and Leadership program– not for want of enthusiasm, but because they haven't received their new Member Kits. As if that wasn't enough to contend with, the Club Secretary also is receiving complaints from a number of the Club's more established members. It seems several of them have been turned away from participating in Toastmasters speech contests; a few others have been denied educational awards, despite the fact they completed the requirements and submitted the necessary paperwork.

What duties and responsibilities should the Secretary fulfill to solve these problems?
