

Secretary Training Handout

For use at the 2016-2017 Division G-hosted Officer Training Sessions

The three R's are:

Role

Responsibilities

Resources

R1 is Role (see Club Leadership Handbook (CLH) page 35, first three paragraphs under Secretary).

Role paragraphs distilled:

- Maintain and manage club records and files
- Handle club correspondence and take meeting minutes
- Ensure club officer list is up to date with Toastmasters International

R2 is Responsibilities (see them under the three headings on CLH pages 35 and 36). Your goals:

- Timely distribution to members of minutes from previous meeting.
- Preparation of agenda for business sessions and executive committee meetings.
- Help VPM by keeping a record of member and guest attendance and ensuring that guest contact information is recorded.

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas.
- CLH manual page 37 links to resources on Toastmasters International Web site.
- Who/what else? Your predecessor as club Secretary. Secretaries at other clubs (pay 'em a visit!)

Homework assignment

Let's summarize by presenting your homework assignment.

1. Attend as many officer training sessions as you can.
2. Read pages 35 through 37 in the Club Leadership Handbook.
3. Check out the resources on page 37.
4. Acquire a guest book or prepare a branded guest information sheet if you don't already have one.
5. Establish an organized filing system if not already in place.
6. Collect from the other officers the records identified on page 36 and add them to your filing system.