**SECRETARY DUTIES**

The secretary’s primary responsibility is to help the club function efficiently.

The secretary should be well organized and have good communication skills.

Responsibilities include:

• Maintaining all club records, including membership, committee

appointments, attendance, dues payments, and important club

documents such as the club’s certificate of organization, budgets, and

reports

• Notifying the sponsor Rotary club of club members who are turning 30,

to help it identify potential Rotarians

• Providing club and member information to the president for regular

updates to RI

• Taking minutes — a clear, concise written record of meeting discussion

and actions — at all club meetings. Minutes should cover these points:

– Date, time, and place

– Presiding officer

– Attendance

– Approval and correction of last meeting’s minutes

– Treasurer’s statement

– Summary of reports from officers and committees

– Summary of agenda (including old and new business) and

actions taken

– Announcements

– Adjournment