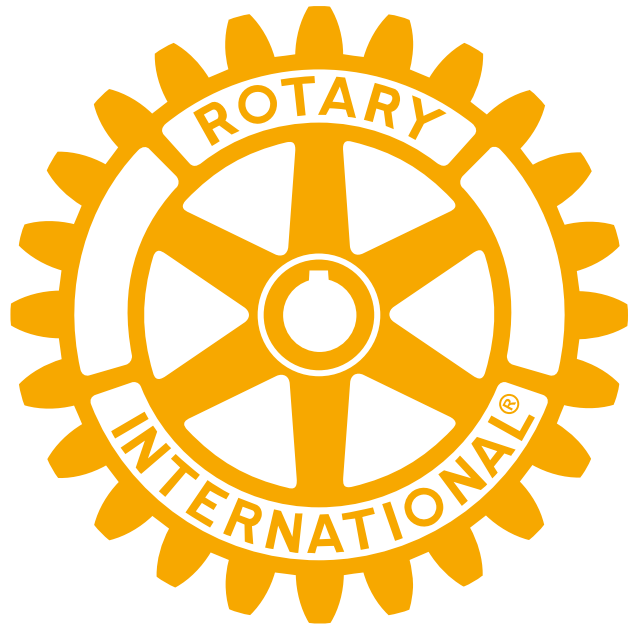


# YOUR JOB AS CLUB SECRETARY



As club secretary you help your club run well. Watch its trends to identify what works well and what doesn't, and share this information with club and district leaders.

Find detailed information in [Lead Your Club: Secretary.](#)

## RESPONSIBILITIES

Attend the district training assembly and the district conference

Meet with the outgoing secretary and receive club records

Meet with the incoming board of directors

Create a My Rotary account on Rotary.org if you don't already have one

Update your club's records and member list on My Rotary as changes occur

Give the club treasurer the club invoices, due in January and July

Serve on the club board and club administration committee

Take minutes at club and board meetings and club assemblies

Update club and officer information for the Official Directory and Rotary's records

Manage club correspondence, responding to email and sending official notices and invitations

Keep promotional items, name badges, and other materials used at meetings and events

Take attendance and submit monthly attendance reports to the district governor

Preserve your club's historical records

Write an annual report at the end of the Rotary year

Assist the club president, treasurer, and committees as needed

Meet with your successor and hand over club records