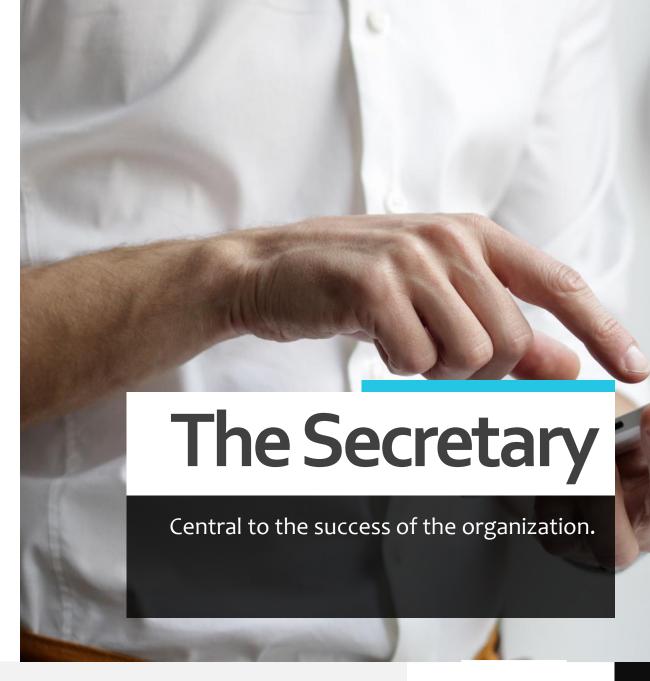
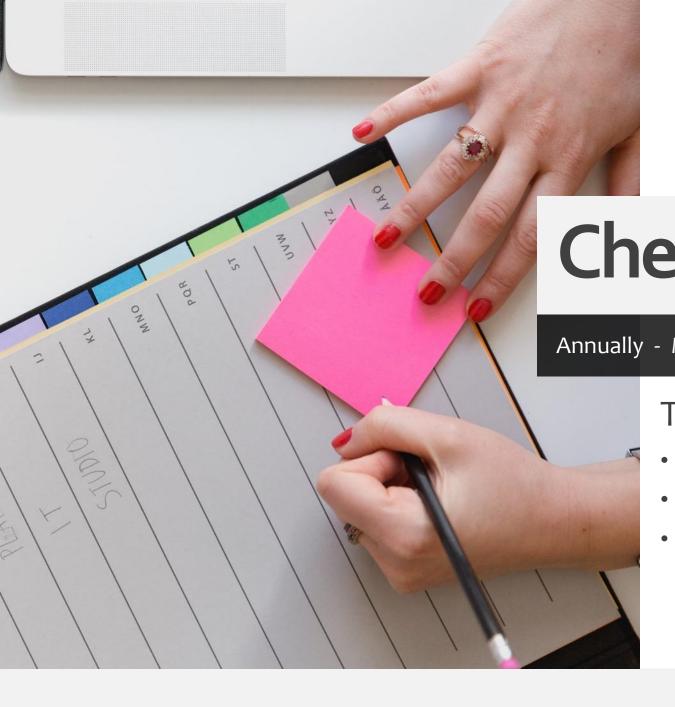




Official Duties

- Establish a System for Organizing
- Record/Document
- File/House/Archive records
- Share/Communicate
- Maintain





Checklists

Annually - Monthly - Weekly

Tracking

- Work with Club Executive
- Attend Club/District/Zone events
- Update and Maintain Records
 - Share this with Executive.



Organization

Is the key to success. YOU are the notebook of the club, and you'll be the one to whom other members will look.

Not a Destination...

- Know what works and what the expectations are.
- Have realistic expectations
- Make time set aside a habit

It's a Process

- Keep track
- Find space
- Ongoing Update



Record Keeping

- Begin with the Club Roster
- Meeting Minutes
- Report Submission

Not a Destination...

 Consider creating or using a preexisting template

Use the template to its advantage

It's a Process

Review your notes following the meeting

Confirm/Verify



Communication

Leadership is the capacity to translate vision into reality. Secretaries document that!

Considerations

- Preferences
- Be Inclusive
- Communicate how you will Inform

Etiquette

- Proofread, proofread.... And proofread again
- Subject lines
- De-Clutter
- Cordiality



Recognition

Leadership is the capacity to translate vision into reality. Secretaries recognize that!

Considerations

- Service awards
- Contributions
- Membership Anniversaries/Birthdays

Etiquette

- Awareness
- Sensitivity & Respect



Thank You VERY much for EVERYTHING you do.