



The Role of Secretary

Rotary Interact Webinar – October 15th, 2024





Official Duties

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

The Secretary

Central to the success of the organization.



Checklists

Annually - Monthly - Weekly

Tracking

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



The Organizer

Club Secretary

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

The Record Keeper

Club Secretary



Record Keeping

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

Not a Destination...

- Consider creating or using a pre-existing template
- Use the template to its advantage

It's a Process

- Review your notes following the meeting
- Confirm/Verify



The Communicator

Club Secretary

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



The Recognizer



Club Secretary

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.