



Roles and Responsibilities Of Club Secretary



LEARNING OBJECTIVES



As club secretary how can you:

- Help your club run **smoothly** and **effectively**.
- Monitor club trends to help identify **strengths** and **areas for improvement**.
- Share information with **club** and **district leaders** **so your club can be the best it can be.**



How to Prepare



- Work with incoming secretary to ensure smooth transition and understand club's culture re. the secretary role
- Take online courses for club secretary in the [Learning Center](#)
- Review the [Club Secretary Pages](#) on District website



What You Do



- Maintain club records and member list on My Rotary, or through your club management system: [Update your club membership data](#).

Your club invoice is based on the number of members in Rotary International's database for your club as of 1 July and 1 January. RI sends the club invoice by email and mail.

*Save paper by [opting out](#) of the paper (mailed) version.



What You Do



- Update club and officer information for the Official Directory and RI & District records
- Maintain minutes of board meetings/club assemblies
- Manage correspondence, including emails/notices
- Record attendance (club option)
- Preserve your club's historical records
- Record attendance (club option)



Tools



- [Pay or view your Club Invoice](#) (Rotary International dues and fees)
- Update and maintain your club records online at [Rotary.org](#) and/or [ClubRunner](#)
- Set and track goals in [Rotary Club Central](#) – depending on your club's leadership
- Check our [discussion group](#) for club secretaries



Resources and References



- [Be a Vibrant Club: Your Club Leadership Plan](#)
- [Standard Rotary Club Constitution](#)
- [Recommended Rotary Club Bylaws](#)
- [Club Secretary's Page](#) on District ClubRunner website
- [Club Insurance Page](#) on District website
- [ClubRunner Support](#) / or call them at 1 (855) 621-2582



Rotary Support



- Outgoing secretary
- Club and district leaders
- Secretary's Page [District/ RI](#)
- [RI Club and District Support representative](#)
- [Financial representative](#) at RI



Check List for Club Secretary



1. What are the main responsibilities of the secretary in your club?
2. How will you work with the club president?
3. How will you work with the club treasurer?
4. How can you support your club's committees?
5. How will your club manage its membership leads?
6. Which administrative duties can you streamline?



Club Meetings



Work with your president and administration committee to plan fun and interesting club meetings. Your club can make its meetings more flexible by:

- Reducing how often you meet, at least twice a month
- Counting service projects or social events as meetings
- Alternating between online, in-person, or hybrid meetings (using both formats at the same time)



Board Meetings



The president leads club board meetings. Usually, the secretary has the following duties:

- Works with the president to set the agenda
- Sends meeting notices to board members and confirms that they will attend
- Takes minutes and sends them to the board with the agenda prior to the next board meeting (or sooner if there are actionable motions)
- Invites your assistant governor if appropriate

Club Assemblies



A club assembly is a meeting intended to **inspire** and **engage** all members. Most clubs have **four to six** assemblies each year, while some clubs hold them monthly. **All members** are encouraged to attend. Your role is to schedule the club assemblies in consultation with the **president**, work with the president and **club administration committee** to organize them, record the minutes, and assist the president during the meeting.



Governor's Official Visit



- Ask the president what is needed to prepare for the visit, such as **detailed reports on club plans, activities, and accomplishments.**
- Be ready to discuss your club's **progress** toward its goals.
- If you have questions about what the governor is expecting, ask your assistant governor.

Secretary Job Description



- Attend the **Club Training Assembly** and the **District Conference**
- Meet with the outgoing secretary/receive **club records**
- Meet with the **incoming club officers** or board of directors to plan the club's year (**and your role**)
- Create a **My Rotary account** on Rotary.org, if you don't have one
- Update club's **records/member list** on My Rotary.



Club Secretary Job Description

- Make sure the club treasurer has the **club invoices**, due in January and July
- Serve on the **club board** and the club **administration committee**
- Take **minutes** at board meetings and club assemblies
- Update club and officer information for the **RI Official Directory** and **District's** records
- Manage club **correspondence**, including responding to emails and sending official notices and invitations



Club Secretary Job Description

- Submit **monthly attendance reports** to your governor
- Preserve your club's **historical records**
- Write an **annual report** for the club 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



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Best of Friends District

