

## 6270 Secretaries' Training For December 8, 2016

### Familiarize with job description

- Use RI's resources through portal 'My Rotary'
- Learning by role: club secretary (form 229)
- Prepare for office 2017-18 (Jan-June)
- Upon taking office 2017-18 (July)
- Prepare successors for 2018-19 (first info reported into MyRotary starting Feb.1)

### Plan of Action (to-do items for right now)

- Brief club board of where you stand as secretary in your club right now (reserve new business time at next board meeting to discuss this training, 6270's intentions for leadership, and urge new coherent plans of succession with timelines for all other club roles)
- Update all club admin through MyRotary (HINT!!) current to right now
  - Membership data
  - Goals data & tracking 2016-17, 2017-18
- Use what you're learning right now to go back and begin exploring
- Join a discussion group (your area's clubs check w/ AG, attend webinars with DT, use RI's platform)

### Looking Ahead

- Act as your PE's "chief of staff" or else find your club its own trainer
- Work to identify each of your club's committee chairs and leaders
- Identify your own personal "why" as a Rotarian and then specifically for your role as secretary
- BE A VIBRANT CLUB! (form 245)