**Formation – Secrétaire de club**

[**Secretary Elect Training Session**](http://portal.clubrunner.ca/50214/Event/secretary-elect-training-sessions)

May 04 mai, 2021
7:00 PM – 8:00 PM

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| Introduction[Secrétaire de club : les bases à connaître](https://learn.rotary.org/members/learn/learning_plan/view/34/secretaire-de-club-les-bases-a-connaitre) | Introduction[Club Secretary Basics](https://learn.rotary.org/members/learn/lp/6/Club%2520Secretary%2520Basics) |
| Résumé du rôle de secrétaire[SE CONNECTER OU S’INSCRIRE À MON ROTARY](http://www.rotary1780.org/files/files.php?id=4826&p=d912dc0d44cb11907f6391e868180ebb) | Summary of the secretary’s role[How to create a My Rotary account](https://content.clubrunner.ca/50214/Document/Download?DocumentType=AccountDocuments&DocumentId=8aef6a2f-6ee9-41fb-89b6-732cc55180c0&SelectedId=b8c2c00f-c226-42b7-bec8-fe78d4f5dd81) |
| Sites web: Formations en ligne<https://rotary7040.com/> [Nouveau centre de formation en ligne catalogue](https://clubrunner.blob.core.windows.net/00000050214/en-ca/files/sitepage/training/nouveau-centre-de-formation-en-ligne-catalogu/learning_center_course_catalog_fr.pdf) | Websites: Online Training[Ins and outs of ClubRunner](https://content.clubrunner.ca/50214/Document/Download?DocumentType=AccountDocuments&DocumentId=e6b546f1-a3d9-4e93-8b5f-166a2b437973&SelectedId=b8c2c00f-c226-42b7-bec8-fe78d4f5dd81)[Learning Center Course Catalog](https://clubrunner.blob.core.windows.net/00000050214/en-ca/files/sitepage/training/learning-center-course-catalog-en/learning_center_course_catalog_en.pdf) |
| Exemple de procès-verbal[**Procédures et documents administratifs**](https://www.youtube.com/watch?v=ppixUNHFl0s&t=117s) | Example of minutes[rotary board meeting minutes template](https://howtostepmom.com/39291-rotary-board-meeting-minutes-template/) |
| Questions/discussions | Questions/discussions |

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| Prochaines sessions de formation | Date | Next training sessions |
| <https://www.rotary7040.com/events/calendar> |  | <https://my.rotary.org/en/news-media/calendar> |
|  |  |  |
| [**Formation des présidents élus #2**](http://portal.clubrunner.ca/50214/Event/pets-online-session--2-1) | May 17, 2021 7:00 - 8:00 PM | [**PETS Online Session #2**](http://portal.clubrunner.ca/50214/Event/pets-online-session--2-1) |
| [**Formation des présidents élus #3**](http://portal.clubrunner.ca/50214/Event/pets-online-session--3-1) | Jun 17, 2021 7:00 - 8:00 PM | [**PETS Online Session #3**](http://portal.clubrunner.ca/50214/Event/pets-online-session--3-1) |
| [**Formation des présidents élus #4**](http://portal.clubrunner.ca/50214/Event/pets-online-session--4-1) |  Jul 17, 2021 9:00 - 10:30 AM | [**PETS Online Session #4**](http://portal.clubrunner.ca/50214/Event/pets-online-session--4-1) |
| [**Formation des présidents élus #5**](http://portal.clubrunner.ca/50214/Event/pets-online-session--5) | Aug 17, 2021 7:00 - 8:00 PM | [**PETS Online Session #5**](http://portal.clubrunner.ca/50214/Event/pets-online-session--5) |
| [**Assemblée de formaton du district**](http://portal.clubrunner.ca/50214/Event/district-training-assembly-%28dta%29-1) | Sep 18, 2021 8:30 - 10:30 AM | [**District Training Assembly**](http://portal.clubrunner.ca/50214/Event/district-training-assembly-%28dta%29-1) |

##### [Formation](https://my-cms.rotary.org/fr/secure/application/261) <https://learn.rotary.org/members/pages/41/catalogues-des-cours>

##### Dirigeants de club : <https://learn.rotary.org/members/learn/catalog/view/115>

##### [Secrétaire de club – Les bases à connaître](https://learn.rotary.org/members/learn/learning_plan/view/34/secretaire-de-club-les-bases-a-connaitre)

##### Découvrir le rôle de secrétaire de club, comment travailler avec les dirigeants du club et comment gérer les données du club.

**Se préparer : Secrétaire de club** (15 minutes)

Découvrir le rôle de secrétaire de club, les outils en ligne pour gérer le club et les données sur l’effectif, et les questions à se poser pour se préparer à ce rôle.

* [Vos responsabilités](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/bad866712b2de34f506111959c2dea957328df78/scormcontent/index.html%22%20%5Cl%20%22/lessons/73kcbHgHKMynv3GKE_w5XRw9Fkqidvd6)
* [Utilisation des outils en ligne du Rotary](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/bad866712b2de34f506111959c2dea957328df78/scormcontent/index.html%22%20%5Cl%20%22/lessons/q4-qF6bAts4JhDtvZjkt4iSKJgHU9QcN)
* [Questions pour l'Assemblée de formation de district](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/bad866712b2de34f506111959c2dea957328df78/scormcontent/index.html#/lessons/5ml-rTIiVr7tIB_bRTR_MdwgYd-5V2ZH)

**Administration du club : Secrétaire de club** (30 minutes)

Découvrir les procédures pour communiquer les données du club et de son effectif, des conseils pour préparer les manifestations de district et des informations sur les statuts et le règlement intérieur du club.

* [Signaler des mises à jour sur le club et les dirigeants](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/049282717d095c6260c4c6e21271301e62ac0d09/scormcontent/index.html%22%20%5Cl%20%22/lessons/nQqOoFkVxpUNLZXpT7OsDgqIIhF-HJ-8)
* [Gestion des informations sur l'effectif](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/049282717d095c6260c4c6e21271301e62ac0d09/scormcontent/index.html%22%20%5Cl%20%22/lessons/R900BeXbXhLShbKXbRmB82unlLu_YEKn)
* [Règlement intérieur et élections](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/049282717d095c6260c4c6e21271301e62ac0d09/scormcontent/index.html%22%20%5Cl%20%22/lessons/ARib8dblExsbi1iUTbHcUhmjZBdjrKwR)
* [Désignation des électeurs pour la conférence de district](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/049282717d095c6260c4c6e21271301e62ac0d09/scormcontent/index.html%22%20%5Cl%20%22/lessons/1yJSfSFrokrFCoZPtkj7ysmXS3u_nRnV)
* [Convention du Rotary - Sélection des délégués](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619658000/Fahc3GAzj9IX67astlAtZg/scorm/049282717d095c6260c4c6e21271301e62ac0d09/scormcontent/index.html%22%20%5Cl%20%22/lessons/n4vuwcyrIprsLaZvAjQCMI8M8HIfBnBa)

**Mon Rotary : Administration du club** (15 minutes)

Télécharger ces guides pour découvrir comment effectuer des changements dans Mon Rotary. Ces guides peuvent également être partagés avec l’équipe dirigeante.

* [**Comment mettre à jour les informations sur le club.pdf**](https://learn.rotary.org/members/Comment%20mettre%20%C3%A0%20jour%20les%20informations%20sur%20le%20club.pdf)
* [**Comment ajouter un membre.pdf**](https://learn.rotary.org/members/Comment%20ajouter%20un%20membre.pdf)
* [**Comment gérer les membres de club.pdf**](https://learn.rotary.org/members/Comment%20g%C3%A9rer%20les%20membres%20de%20club.pdf)
* [**Comment gérer les dirigeants de club.pdf**](https://learn.rotary.org/members/Comment%20g%C3%A9rer%20les%20dirigeants%20de%20club.pdf)
* [**Payer Votre Facture.pdf**](https://learn.rotary.org/members/Payer%20Votre%20Facture.pdf)

**Take**[**online courses**](http://rotary.org/learn)**to help you prepare for your year as club secretary.**

**Learn about your role as club secretary**,

How to work with club leaders, and how to manage your club’s membership and administrative data. <https://learn.rotary.org/members/learn/learning_plan/view/6/club-secretary-basics>

## **Get Ready: Club Secretary** (**15 minutes)**

Learn about your role as club secretary, online tools to manage club and membership information, and questions to consider preparing for your role.

* [Responsibilities of your role](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/0bf929bd52209e597a0e9aaef451d930d352bd4d/scormcontent/index.html%22%20%5Cl%20%22/lessons/MnQ4x92YyVn9nVAcDNGeZ1-MbWxbAtUE)
* [Using Rotary's online tools](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/0bf929bd52209e597a0e9aaef451d930d352bd4d/scormcontent/index.html%22%20%5Cl%20%22/lessons/Dl6A_mJ8cBZnqgmvj1mV4Pf4XbZfo_Ee)
* [District training assembly discussion questions](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/0bf929bd52209e597a0e9aaef451d930d352bd4d/scormcontent/index.html#/lessons/rkIaQRxyfdGDUcsLq6dKzCJf-ZL6_8Mc)

## **Club Administration: Club Secretary** (**30 minutes)**

Learn about reporting procedures for club and membership data, preparing for district events, and information on your club constitution and bylaws.

* [Reporting club and officer changes](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/39ee4c5a836d42731e79628b249a291e113d163c/scormcontent/index.html%22%20%5Cl%20%22/lessons/4dHlNCyEbkjj9eROXD5v26yrLuwb_xfZ)
* [Managing membership information](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/39ee4c5a836d42731e79628b249a291e113d163c/scormcontent/index.html%22%20%5Cl%20%22/lessons/uACQ982wwEkw2Xibb7yNnxeaXesRw4ZD)
* [Bylaws and elections](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/39ee4c5a836d42731e79628b249a291e113d163c/scormcontent/index.html%22%20%5Cl%20%22/lessons/gM8R7RafKpG0ZiEMpWZpZdOVhY_xqUkd)
* [Electors at the District Conference](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/39ee4c5a836d42731e79628b249a291e113d163c/scormcontent/index.html%22%20%5Cl%20%22/lessons/xJ3PKFlVqzySAUNzLoL1hiubV6wQvj_d)
* [Rotary International Convention delegate selection](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619668800/0YGwSM81QlGx3zf6wXtaGA/scorm/39ee4c5a836d42731e79628b249a291e113d163c/scormcontent/index.html%22%20%5Cl%20%22/lessons/bAWarisNJAuQHh2HkkWUbe3ggswADpmB)

## **My Rotary: Club Administration** (**15 minutes)**

Download these guides to learn how to report club, officer, and member changes on My Rotary. Guides can also be shared with your leadership team.

* [How to Update Club Details.pdf](https://learn.rotary.org/members/How%20to%20Update%20Club%20Details.pdf)
* [How to Add a Member.pdf](https://learn.rotary.org/members/How%20to%20Add%20a%20Member.pdf)
* [How to Manage Club Members.pdf](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619665200/0AsdVcM_DhM9v-or2abaJg/item/55c30a0282cfaeea140fa2fdbc91737687b4fc9e.pdf)
* [How to Manage Club Officers.pdf](https://learn.rotary.org/members/How%20to%20Manage%20Club%20Officers.pdf)
* [How to Pay a Club Invoice.pdf](https://cdn5.dcbstatic.com/files/r/o/rotary_docebosaas_com/1619665200/0AsdVcM_DhM9v-or2abaJg/item/5f40d78032fe5dc0bcd381326b1094d2729c1a66.pdf)