

CLUB SECRETARY JOB DESCRIPTION



All club secretaries have similar responsibilities that help keep our clubs operating effectively.

RESPONSIBILITIES
Attend the district training assembly and the district conference.
Meet with the previous secretary and receive the club's records.
Meet with the incoming club officers or board of directors to plan the year ahead. Review your club's strategic plan if it's current or talk to the board about updating it.
Update your club's records and member list using My Rotary or your club management system. If you use a club management system, check to make sure that it can submit information to Rotary International.
Make sure that your club has the most recent Rotary governance documents to refer to as needed.
Make sure the club treasurer has the club invoices in time for payment.
Serve on the club board and club administration committee.
Work with the club membership committee to decide who will manage the membership leads process.
Take minutes at club and board meetings and club assemblies.
Update club and officer information for the online Official Directory and Rotary's records.
Manage club correspondence, including responding to emails and sending official notices and invitations.
Keep promotional items, name badges, and other materials that are used at meetings and events.
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 give them the club's records.