



The Role of the Secretary





The Role of the Secretary

Or a walk on Middleton Beach



“As Club Secretary you help your club run smoothly and effectively.

Monitor club trends to help identify strengths and areas for improvement.

Share this information with club and district leaders.”

This presentation will assume you are new to the job.



What you do

Membership Records

Maintain membership records

Rotary International – My Rotary - Club Invoice 1 Jan and 1 July

Update records in Clubrunner

Rotary Down Under – for magazine – digital or paper



Insurance

Be aware of Rotary Insurance requirements... e.g.
Risk Assessments for all events

Information is on the District 9510 website

Working with Children requirements

Obtain a copy of your Certificate of Currency from
the District Insurance Officer



Handover

Organise a time with the current Secretary to show and share all records



The sharing of digital files is crucial

I make a master folder for the year and loads of smaller folders

e.g. Membership List
Board Meetings
Club Meetings
Fundraising
Changeover
Social etc.



Handover

The master folder can then be passed on next year

Name files with care

e.g.

20230402 District Assembly Presentation



Communication

Set up group email lists

Club
Board



Club Calendar



Club Calendar 23-24

<p>2023</p>	<p>July Transition Month</p> <p>4 11 18 Board Meeting 25</p>	<p>August Membership and Extension Month</p> <p>1 8 15 Club Assembly Board Meeting 22 29</p>	<p>September Basic Education & Literacy</p> <p>5 12 19 Board Meeting 26</p>
	<p>October Economic & Community</p> <p>3 10 18 Club Assembly Board Meeting 25</p>	<p>November Rotary Foundation</p> <p>7 14 21 Board Meeting 25 28</p>	<p>December Disease Prevention and Treatment</p> <p>5 Annual general meeting 9 Saturday Christmas Party For 12 Dec. 19 Christmas Break 26 Christmas Break</p>
<p>2024</p>	<p>January Vocational Service</p> <p>2 Christmas Break 9 Christmas Break 16 Social Meeting Board Meeting 23 26 Aust. Day 30</p>	<p>February Peace & Conflict Prevention/Resolution</p> <p>6 13 Club Assembly 20 Board Meeting 27</p>	<p>March Water & Sanitation</p> <p>6 13 20 Board Meeting 27</p>
	<p>April Maternal & Child Health</p> <p>3 Paul Harris B/Day 10 17 Board Meeting 24</p>	<p>May Youth Service</p> <p>1 8 15 Board Meeting 22 29</p>	<p>June Rotary Fellowship</p> <p>5 12 Club Assembly 19 Board Meeting Joint Board 24</p>



Club Records

Maintain Minutes of Board,
Club and Committee Meetings

Record action items and motions regarding expenditure
clearly and concisely

Communication

Distribute a digital copy of Board Minutes to all members

Print Minutes and add the President's signature to keep a hard copy for Club Records



Club Meetings

Usually fortnightly or weekly (ours are weekly)

Mail - pickup and record all mail into the Correspondence in/Out file and distribute at weekly meetings

Prepare running sheet using the Meeting Proforma



Committee Meetings

Ask your members to C.c. (copy) you and the President into all correspondence



Volunteers

Please remember Rotarians and Volunteers are ...
volunteers..... So.....

Build fun into your program!

Pic taken at Glacier Rock –
near Inman Valley

March 2023

Pam Vaughton

Rotary Club of St Peters

