



# Secretary 101

# Provide Support to Club Board of Directors

- With President, determine Board meeting dates and availability of quorum
- Distribute meeting notes to Board members
- With President, prepare and distribute meeting agenda (not just a recitation of the same list each time – this is an opportunity to communicate useful info)
- Prepare additional materials, as required
- Attend meeting, take minutes (minimal requirement is to record actions and motions etc.; minutes ≠ minutiae), clarify RI & District policies as required
- Prepare and distribute draft minutes
- Maintain accessible minutes for file reference purposes; file minutes

# Provide Support to Club Operations

- Maintain up to date membership/attendance record
- Enter annual goals in Rotary Club Central
- Ensure member roster accurate as of July 1 & January 1
  - Otherwise the invoices will not be correct
- Ensure Treasurer receives RI Dues invoice
- Ensure Treasurer receives District 7820 Dues notice

# Provide Support to Club Operations

- Ensure legal registration is up to date with province (and with CRA)
- Ensure timely flow of information
- Assist President & Program Chair (or whomever) with preparation for weekly meetings
- Assist President in preparing for Annual General Meeting (if incorporated)
  - Ensure AGM is held before December 31st
- Assist with preparation for annual handover to new executive
- Ensure archives/history is maintained
  - e.g., by-laws, Charter, and other documents in ClubRunner

# New Member Support

- Assist members with sponsorship process
- Facilitate communication among sponsor, prospect, and membership committee
- Distribute notice of new member proposal to club membership after board review (or similar process)
- Prepare new member induction materials (membership certificate, name tag, Rotary pin, etc.)
  - or work with Membership Committee for these tasks
- Add new member to member roster, and advise them how to use Clubrunner

# Technology

- My Rotary – set up account – club administration
- Rotary Club Central
- ClubRunner – update membership data – club communication
- Rotary Showcase
- Payment of dues by credit card (in some clubs this is Treasurer)

# Important Dates to Remember

January – June Before your Term starts	Set up accounts, become familiar with club documents Work with President Elect to divide administrative duties Participate in District training, meet with outgoing Secretary
July	Update club information, ensure club officers are reported in Clubrunner
December	Ensure member data is current in Clubrunner
January	Enter incoming officers in Clubrunner
February	District Governor nominee form
April	begin briefing new Secretary
June	Ensure member data is current in Clubrunner, prepare annual report Handover documents, property, etc to new Secretary