

PREPARING TO BE A CLUB SECRETARY

This learning path will help you develop your leadership skills and understand what to expect as a club secretary. You'll use this, your prior knowledge and experience, and other district resources to prepare yourself for a successful year.

LEARN ONLINE

- Access the Learning Center and complete:
 - [Club Secretary Basics learning plan](#)
 - [Club Administration Committee Basics learning plan](#)
- Other courses and learning plans based on your needs

LEARN TOGETHER

- Attend the district training assembly
- Participate in the district vibrant club workshop

WORK TOGETHER

- Accompany the current secretary as they conduct club business
- Meet with your assistant governor
- Meet with other club secretaries in your area

PLAN

- Review your club's goals in Rotary Club Central
- Set goals for your role
- Observe club board meetings

Throughout this process, make sure to periodically reflect on what you've learned and evaluate how you're doing. Ask others for feedback so you can keep improving during your year in office.