



## Secretary Training Script

For use at the 2016-2017 Division G-hosted Officer Training Sessions

Based on Secretary Club Officer Training manual (T.I. Item 1313F Rev. 01/2016).

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### NOTE TO LEADER

Sometimes group discussion goes on for too long or gets off track. Try bringing the group's attention back to the topic by referring to this script and inviting members to continue their conversations after the session.

For example: "I'm glad we all have so many success stories to share about our time with Toastmasters, and I encourage you to continue these conversations after the session. For now, let's get back to discussing your responsibilities on the executive committee."

### Session Introduction

My name is <name>. As a training facilitator, I am responsible for conveying the information that club officers need to fulfill their roles. Why? Because well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. That last point is reinforced by statistics reported by the District 38 Chief Information Officer, who has told us that about 80% of the clubs who have their officers trained achieve some level of distinguished status.

We're going to look at the three R's, and they're not Reading, 'Riting and 'Rithmetic. They are:

Role

Responsibilities

Resources

I assume you all brought your Club Leadership Handbook which your new club president should have received and given to you. Put a bookmark at page 35 as that's where we'll be going shortly.

A little about me. [Describe your background in Toastmasters. Highlight the awards you've received, how long you've been a member and in which club officer roles you've served.]

Congratulations on your election to secretary! In this position, you facilitate the smooth operation of the club by maintaining vital records. You maintain the club's written history so that future club officers will have this important information.

Alright, let's jump in. First R! Turn to page 35 in your Club Leadership Handbook, please. I need a volunteer to read the first paragraph under Vice President Membership as it describes your role.

[Discuss briefly, including, for membership roster, the ability to acquire this via Club Central.]

I need someone to read the second and third paragraphs, please.

[Any trainees from a club which combines secretary and treasurer? Advantages/disadvantages?]

[Read the club constitution section which describes the office.]

R2 is Responsibilities. There are three of them and they're identified under the headings on pages 35 and 36. We'll go through them quickly and your homework assignment is to review them thoroughly. If you have questions about these, ask! Ask me today, ask someone with Secretary experience, ask your area director, but ask!

**\* Take Notes** [Review the items to record. Annotated agenda may be sufficient. Especially important if business conducted.]

**\* Maintain Files** [Review this. Good stuff. Note that financial records are properly maintained by the secretary, not the treasurer. Compare notes on effective filing system.]

**\* Report New Officers** Although any club officer can submit this end-of-year information to T.I. via Club Central, it's identified as one of your responsibilities, so why not take the lead on this?

Your responsibilities are in three categories as you can see under the Summary of Responsibilities heading on page 36.

**Before Club Meetings:** [Review all of this. Compare notes on methods used for first bullet item.]

**Upon Arrival at Club Meetings,** you can circulate an attendance sheet for all to sign and ensure that all guests put their contact information in the guest book for use later on by the VPM.

**During Club, Business and Executive Committee Meetings:** [Review all of this.]

Common Scenarios Vice Presidents Membership Face: [either review some of this material quickly or let it be homework].

R3 is Resources. Your first resource is right here, right now. Officer training. Even if your club elects officers on an annual basis I strongly recommend you attend the summer and winter training. Get to as many sessions as you can, not so you can hear the same lecture over and over again, but so that you can hear from and exchange ideas with as many of your fellow Secretaries and Toastmasters as possible. It's the N word: Networking. If you turn to page 37, you'll see a list of links to resources on the T.I. site. If you go to the Shop part of the T.I. site and type in those item numbers, you'll be able to either purchase them or download them at no cost. Another

resource would perhaps be the Secretary who preceded you. Visits to other clubs are also a great way to see how your counterparts elsewhere do their job.

Let's summarize by presenting your homework assignment.

1. Attend as many officer training sessions as you can.
2. Read pages 35 through 37 in the Club Leadership Handbook.
3. Check out the resources on page 37.
4. Acquire a guest book or prepare a branded guest information sheet if you don't already have one.
5. Establish an organized filing system if not already in place.
6. Collect from the other officers the records identified on page 36 and add them to your filing system.

Time for Q&A.

Distribute evaluation form to encourage feedback for improvement. ***Trainees should turn this in at the sign-in desk before they leave.***

[END]