

Club Secretary Training Handout

For use at the 2023-2024 Division H-hosted Officer Training Sessions

The three R's are:

Role

Responsibilities

Resources

R1 is Role (see Club Leadership Handbook (CLH) page 30, first two paragraphs under Club Secretary).

Role paragraphs distilled:

- Maintain and manage club records and files
- Handle club correspondence and take meeting minutes
- Ensure club officer list is up to date with Toastmasters International

R2 is Responsibilities (see them under the four headings on CLH pages 30 and 31). Your goals:

- Timely distribution to members of minutes from previous meeting.
- Preparation of agenda for business sessions and executive committee meetings.
- Help VPM by keeping a record of member and guest attendance and ensuring that guest contact information is recorded.

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas.
- CLH manual page 33 links to resources on Toastmasters International Web site.
- Who/what else? Your predecessor as Club Secretary. Club secretaries at other clubs (pay 'em a visit!)

Homework assignment

Let's summarize by presenting your homework assignment.

1. Attend as many officer training sessions as you can.
2. Read pages 30 through 32 in the Club Leadership Handbook.
3. Check out the resources on page 33.
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 31 and add them to your filing system.

Club Secretary

The Club Secretary maintains all club records, manages club files, handles club correspondence, and takes the minutes at each club and Club Executive Committee meeting. They are also in charge of updating and distributing a roster of the current paid membership and keeping the club officer list current for Toastmasters International.

Though some clubs combine the Club Secretary role with the Club Treasurer, it is best to have a dedicated Club Secretary who can help reduce the workload of the Club Treasurer, occasionally assist the Vice President Education, and order supplies for the club as needed.

Club Constitution for clubs of Toastmasters International

Article VII: Duties of Officers, Section 5

Club Secretary Responsibilities

Take Notes

The Club Secretary will take the minutes at each club meeting and Club Executive Committee meeting.

Items to Record in Meeting Minutes

- ▶ Club name
- ▶ Date
- ▶ Type of meeting (club or Club Executive Committee meeting)
- ▶ Meeting location
- ▶ Names of meeting attendees
- ▶ Name of the presiding officer
- ▶ Corrections to and approval of the previous meeting's minutes
- ▶ All motions, including the name of the mover, the name of the person who seconds the motion—if the club requires it—and whether the motion passed or was defeated
- ▶ Committee reports
- ▶ Main points of any debate or discussion

Maintain Files

Maintain club files, including meeting minutes, resolutions, and correspondence. Certain materials must be kept for specific lengths of time.

Retaining club files and correspondence may be easier to do digitally. Work with the club's officers to determine what cloud-based storage is ideal for the club.

Material	Length of Time
Club Charter Club Constitution for Clubs of Toastmasters International Addendum of Standard Club Options Club Policies	Always
501(c)(3) Club Employer Identification Number (EIN) Assignment Letter (U.S. clubs only)	Always
Club Rosters	Always
Club Officer Agreement and Release Statements	Always
Meeting Minutes and Attendance Records	Always
Legal, Controversial, or Important Correspondence	Always
Distinguished Club Program Performance Reports	Always
Annual Financial Statements	Always
Canceled Checks Bank Statements Journals Audits	7 years
Internal Reports (including officer and committee reports)	5 years
Routine Correspondence	3 years
Signed Membership Applications	While held, the applications should be kept secure, such as in a lock box, or destroyed once they are digitally retained. It is up to the club and local privacy guidelines on how long applications should be retained.

Comply with all local laws, regulations, and ordinances in regards to record keeping and personal and financial information. Local laws and regulations take priority over the direction provided on how long to maintain files.

Report New Officers

Report new officers to Toastmasters International World Headquarters.

After new officers are elected, update the club officer list online at www.toastmasters.org/clubcentral.

Base Camp Manager

The Club Secretary can support the Vice President Education as Base Camp manager in the Toastmasters Pathways learning experience. The Base Camp manager helps facilitate member progress by approving requests and tracking progress on Base Camp. The Club President, Vice President Education, and Club Secretary are the only club officers who have access to the Base Camp manager page; clubs must ensure that at least one of these officers is able to complete Base Camp manager tasks. More information can be found by going to the Education Program FAQ at www.toastmasters.org/Education/Pathways/FAQ.

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Summary of Responsibilities

Before Club Meetings

- ▶ Post the minutes of the previous club meeting online and notify club members that the minutes are available for review.
- ▶ Prepare for the Club President a list of actions to be taken during the business meeting, including unfinished business, announcements, and correspondence.
- ▶ Order supplies for the club, as needed.

Upon Arrival at Club Meetings

- ▶ Take attendance of all members and guests in attendance. If meeting onsite, consider using the Guest Book.

During Club, Business, and Club Executive Committee Meetings

- ▶ Read the minutes of the previous meeting, note any amendments, and record the minutes of the current meeting.

Outside Club Meetings

- ▶ Attend the Annual Business Meeting at the International Convention to vote on behalf of the club or assign the club's proxy to a member who is attending the International Convention.

Common Scenarios Club Secretaries Face

Scenario: It is difficult to take meeting minutes while participating in the club business meeting at the same time.

Possible solutions: If planning to raise an important issue at a business meeting, arrange for another club member to take the minutes during that time.

Scenario: It is hard to find the balance between too much and too little detail in the minutes.

Possible solutions: For business meetings and Club Executive Committee meetings, focus mainly on the motions and any information pertaining to the motions. Be sure to capture the time and place of the meetings, people present and their positions, assignments for the next week's meeting, and any outstanding issues or tasks that need further discussion.

Scenario: The previous Club Secretary did not keep the club files in order.

Possible solutions: Track down any necessary documents, including the club charter, addendum, minutes, resolutions, and relevant correspondence.

World Headquarters may have some of these documents available in a digital form.

If necessary, use club funds to purchase a portable file caddy or other small container to organize physical files.

Develop, maintain, and document a simple, effective filing system and pass it on to your successor.

Club Secretary Resources

Distinguished Club Program

www.toastmasters.org/1111

Guest Book

www.toastmasters.org/84

Club officer list

www.toastmasters.org/clubcentral

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Club Treasurer

The Club Treasurer is the club's accountant. They manage the club's bank account, writing checks as approved by the Club Executive Committee, and depositing membership dues payments and other club revenues. The Club Treasurer is also in charge of submitting membership dues payments to World Headquarters (accompanied by the names of renewing members), filing necessary tax documents, and keeping timely, accurate, up-to-date financial records for the club.

Though the Club Treasurer's duties are usually not the most demanding of all the club leadership positions, the consequences for members can be serious when they are not completed accurately and on time.

Club Constitution for clubs of Toastmasters International

Article VII: Duties of Officers, Section 6

Club Treasurer Responsibilities

Oversee Accounts

Prepare and oversee the club budget.

Create the budget at the beginning of the Toastmasters year in conjunction with the Club Executive Committee.

Report on the club budget as needed at club and Club Executive Committee meetings.

Manage the club bank account.

Reconcile deposits, expenditures, and cash on hand each month.

It is the responsibility of the individual clubs to determine the tax filing or other legal requirements in their city, state, province, and/or country and to file proper forms as appropriate. See **Policy and Protocol, Protocol 8.2: Fundraising**, Section 3: Tax and Other Legal Requirements.

Transfer club financial information to the incoming Treasurer.

Collect Membership Dues Payments

Prepare and send membership dues statements to members by **September 1** and **March 1**.

Ensure all membership dues payments are submitted to World Headquarters on or before **October 1** and **April 1**. If the club is Self-Pay enabled, encourage members to submit their payments via the Toastmasters website.



Evaluation

BEGINNER INTERMEDIATE ADVANCED

What level of knowledge of the topic did you have prior to this session?

Indicate to what degree you agree with the following statements about this session.

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Overall, I was satisfied with the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will use the content to strengthen my club.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

Will you implement at least one idea from this session in the next 30 days?

Write your comments about the session.

Indicate to what degree you agree that the facilitator demonstrated the following:

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Solid knowledge of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Division H-hosted Club Officer Training

Session: Summer | Winter

Position: Pres. | VPE | VPM | VPPR | Sec. | Treas. | SAA Leader: _____