

Virtual Toastmasters Leadership Institute

July 2021 Handout

OVERVIEW OF SECRETARY ROLE:

1. Responsible for club records and correspondence
2. Takes minutes at each club and executive committee meeting
3. Keep officer list current on Club Central
4. Backup Base Camp Manager
5. Club Vote – International Convention (once a year in August)
6. Other Duties as requested

Full Description of Secretary role can be found in Club Leadership Manual
(<https://www.toastmasters.org/resources/club-leadership-handbook>)

Important Note:

These are the responsibilities listed in the Toastmasters Leadership Manual for this position. Each club has its own systems and procedures. The officers work as a team to ensure all tasks are completed. Check with your President or other officers for clarification.

DETAILS OF SECRETARY RESPONSIBILITIES

1. Club Records and Correspondence

- Keep a copy of your Club Constitution for Clubs of Toastmasters International on file.
- Be familiar with the Addendum of Standard Club Options. These can be changed if the club changes meeting day, location, etc.
- Maintain club files, including meeting minutes, resolutions and correspondence.
- New in 2021 – Club Officer Agreement Forms from each club officer

2. Take Minutes

a. Minutes at each Club Meeting using the agenda, Free Toast Host, Easy Speak or another form developed by the club. These minutes should include:

- Club name, Meeting Date, Meeting Location, Presiding Officer
- Number and Names of Members and Guests in attendance
- Guest contact information (VPM may be responsible for this information)
- Names of participating members and guests – Table Topics, Meeting Roles, Speakers, Evaluators, etc.
- If club votes for “Best” – record those results.
- Other information important to the club including votes, announcements, etc.

b. Minutes at each Executive Committee Meeting to include:

- Club name, Meeting Date, Meeting Location, Presiding Officer
- Names of meeting attendees and those not in attendance
- Corrections to and approval of the previous meeting's minutes
- All motions, including name of the one making the motion, name of the one who seconds the motion and whether the motion passed or was defeated
- Committee reports
- Main points of any debate or discussion

3. Keep Officer List Current on Club Central

- Report new officers to Toastmasters International World Headquarters by deadline
- After new officers are elected or there is a change in officers, update the club officer list online at www.toastmasters.org/clubcentral.

4. Backup Base Camp Manager

- The secretary is one of the 'back ups' for the Vice President Education as Base Camp Manager in the Toastmasters Pathways learning experience.
- The Vice President Education is the primary Base Camp Manager and responsible for all actions in Base Camp. The Backup Managers need to communicate with VPE before taking any actions regarding members records.
- District 84 will offer trainings throughout the year. (check resource list)

5. Club Vote – International Convention – July/August only

- Check your email messages from Toastmasters International for instructions

SUMMARY

• Outside of Club Meetings

- Attend district-sponsored club officer trainings (TLI)
- Submit club officer list to World Headquarters by deadline and update as needed.
- Handle general club correspondence
- Distribute meeting minutes to member or on club website (if requested by club)
- Keep Club files including:
 - Club Charter
 - Club Constitution
 - Club bylaws
 - Club minutes, resolutions, and correspondence
- Attend club executive committee meetings and record meeting minutes
- Arrange for a replacement (if unable to attend meetings)
- Prepare your successor for office

• At Club Meetings

- If your club requests, circulate the club's attendance sheet and Guest Book
- Greet Members and Guests
- Record attendance of members (if club requests)
- Record names and contact information of guests (this may be job of VPM)
- Record meeting minutes (details on previous page)

• At Business and Executive Committee Meetings

- If your club requests, read the minutes of the previous meeting and note any changes
- Record the information for the current meeting as outlined on previous page or as requested by club.

- **Additional Notes**

- Toast Host**

- Agenda can be updated with speech titles, member participation after meeting
Meeting Minutes can be uploaded using button at bottom of agenda

- Additional tabs available to upload other documents:

- Member downloads

- Upload files

- These can be marked as 'public' or 'member only' viewing

- Easy-Speak**

- Agenda can be updated after meeting and saved

- Additional information such as 'best of' can be added before saving

- Attendance of members and guests can be recorded for each meeting

RESOURCES

Club Leadership Handbook and Other Club Officer Information

Toastmasters.org

<https://www.toastmasters.org/resources/club-leadership-handbook>

Pathways Information – Rachel Assignon - Pathways Chair

Toastmastersd84.org

Click on 'For Members' and then 'Pathways Support' from drop down menu

Email Rachel by clicking on the envelope in the window on the right side of the page

To access Club Central:

Go to Toastmasters.org and log in using your membership credentials

Click on 'Leadership Central' and then 'Club Central' from drop down menu

Click on club name and once on page, scroll to 'club officer assignment'

District 84 Website for information specific to District 84 and Newsletter

Toastmastersd84.org

Click on subject bar and choose from drop down menus

Newsletter 'Synergy' can be found under 'News & Blogs'

Toastmasters International Website for general organization information

Go to: Toastmasters.org

Click on subject bar and choose from dropdown menu or use search feature