

Secretary

Club Officer Training

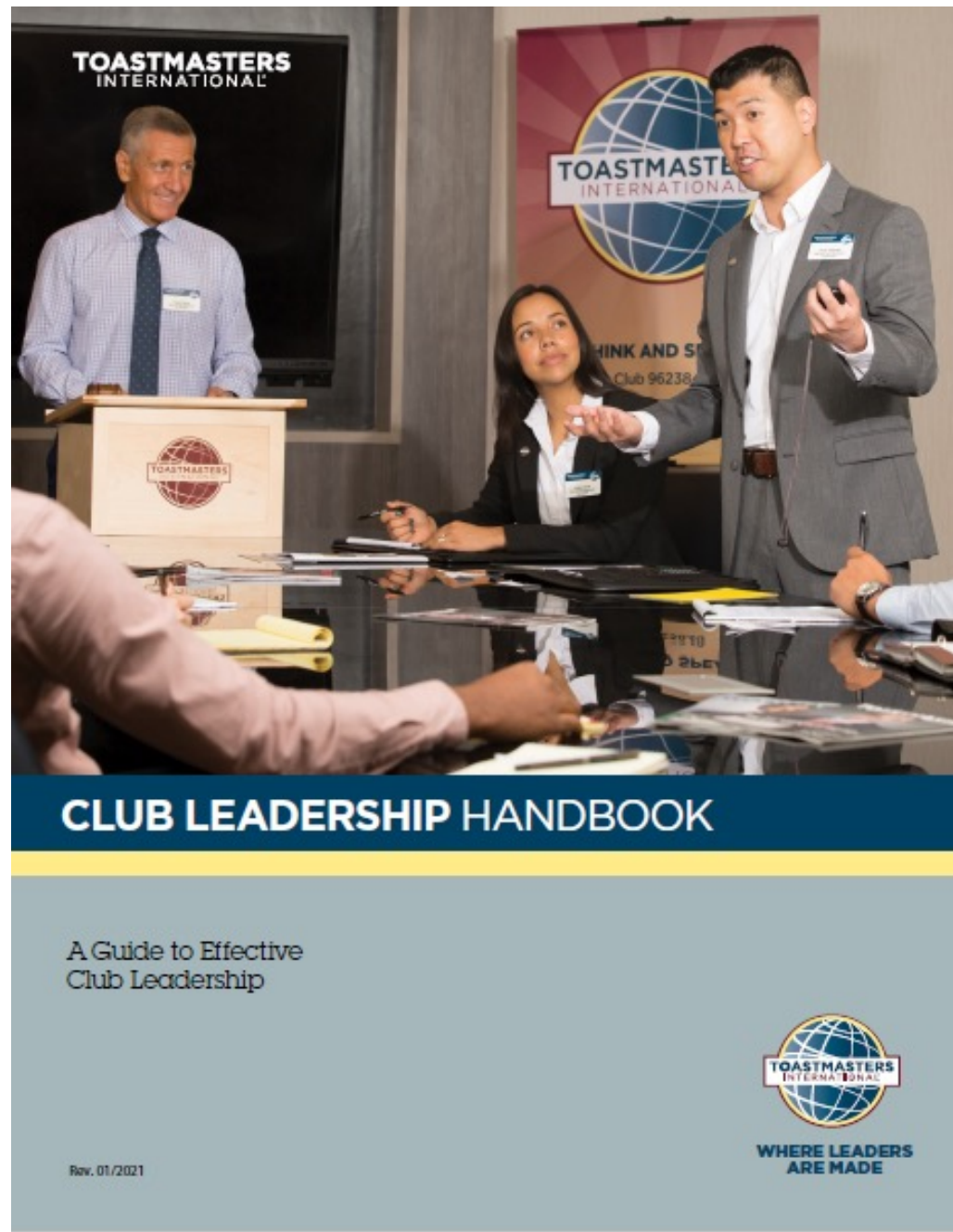




Overview of Secretary Role

Details of Secretary Responsibilities

Resources



Secretary Role

Leadership Manual

Toastmasters.org

Keep Club Website Current
Safeguard the Toastmasters Brand, Trademarks, and Copyrights
Summary of Responsibilities
Before Club Meetings
During Club Meetings
Common Scenarios Vice Presidents Public Relations Face

Secretary34

Secretary Responsibilities
Take Notes
Maintain Files
Report New Officers
Base Camp Manager
Summary of Responsibilities
Before Club Meetings
Upon Arrival at Club Meetings
During Club, Business, and Executive Committee Meetings
Common Scenarios Secretaries Face

Treasurer37

Treasurer Responsibilities
Common Scenarios

SECRETARY ROLE

Club Records, correspondence, and Minutes



SECRETARY ROLE

Keep Officer List Current on Club Central



The screenshot shows the Toastmasters International website. The top navigation bar is dark red and contains the Toastmasters International logo on the left, a shopping cart icon, and links for Login, Find a Club, Start a Club, and Contact Us. A search bar is on the right. Below the navigation bar is a yellow button labeled 'FIND A CLUB'. The main navigation bar is dark red and contains links for About, Pathways, Education, Membership, Leadership Central, Resources, Magazine, Events, and Shop. The Leadership Central link is highlighted with a grey background. Below the main navigation bar is a grey area containing the Leadership Central menu. The menu is organized into three columns. The first column lists Club Central, Club Officer Tools, Brand Portal, Speech Contests, and Eligibility Assistant. The second column lists District Central, District Leader Tools, Public Relations, The Leader Letter, and Legal and Tax Compliance. The third column lists Distinguished Performance Reports, Region Advisor, Governing Documents, and Month-End Closing Dates. The 'Club Central' link in the first column is circled in red.

TOASTMASTERS INTERNATIONAL

WHERE LEADERS ARE MADE

[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | **Leadership Central** | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

Leadership Central

- Club Central**
- Club Officer Tools
- Brand Portal
- Speech Contests
- Eligibility Assistant

- District Central
- District Leader Tools
- Public Relations
- The Leader Letter
- Legal and Tax Compliance

- Distinguished Performance Reports
- Region Advisor
- Governing Documents
- Month-End Closing Dates

SECRETARY ROLE

Back up Base Camp Manager



WHERE LEADERS ARE MADE

[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | [Leadership Central](#) | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

[Home](#) / Welcome to Pathways

Welcome, Marie  | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#)

[FIND A CLUB](#)

PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.

Choose Your Path (\$20 USD)

What are your goals and how will you achieve them? Take the Pathways Assessment to identify the path that best aligns with your interests and objectives.

Club officers: you can order a path for yourself or a path in printed materials for your members.

☐ Choose a path for another member

[Continue to Path Selection](#)

Access my path through Base Camp

Access your path here through Base Camp, your online gateway to Pathways. Base Camp tracks your progress and lets you connect online with other members of your club.

Select your club:

Lake Nona Toastmasters Club

[Go to Base Camp](#)

[Log in as Base Camp Manager](#)

The Navigator

View *The Navigator* to guide you through each step of your journey. Refer to it to support your progress and to answer your questions along the way.

Select Language:

English

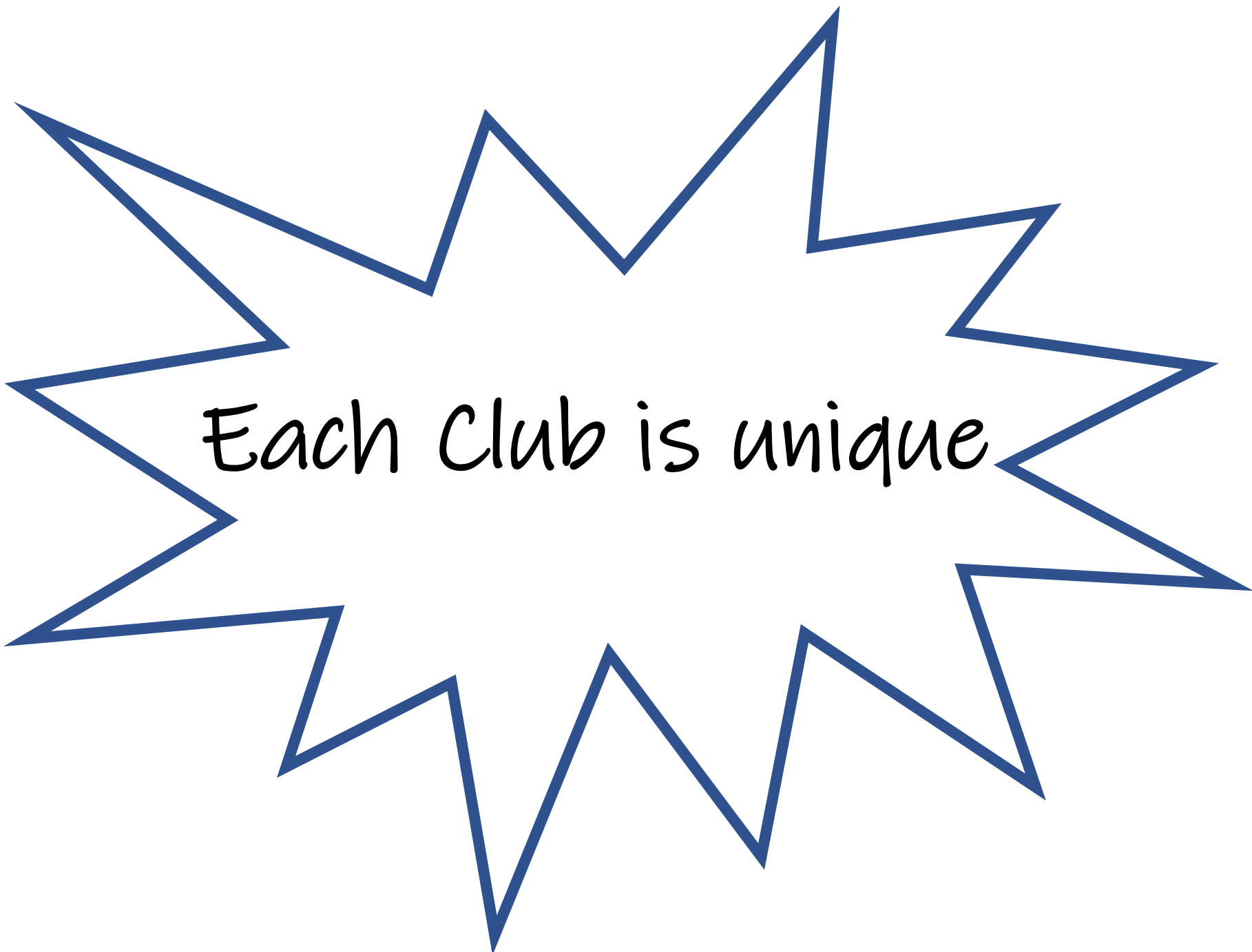
[Launch The Navigator](#)

SECRETARY ROLE

Once a Year – August Only

Club Vote at International Convention





Each Club is unique

SECRETARY ROLE DETAILS



Club Constitution

Addendum of Standard Club Options

Club Officer Agreements

SECRETARY ROLE DETAILS



Thank you Notes

Official correspondence on behalf of the club

SECRETARY ROLE DETAILS



Meeting Minutes – use Free Toast Host, Easy Speak, or Club Form

Executive Committee Meeting – use Club Form – Keep it the same

Check handout for specifics to be included

SECRETARY ROLE DETAILS

Keep Officer List on Club Central



The screenshot shows the Toastmasters International website header and a dropdown menu for 'Leadership Central'. The header is dark red with the Toastmasters International logo on the left. Navigation links include 'Login', 'Find a Club', 'Start a Club', 'Contact Us', and a search bar. A yellow 'FIND A CLUB' button is also present. The 'Leadership Central' menu is open, showing a list of links. 'Club Central' is circled in red.

TOASTMASTERS INTERNATIONAL WHERE LEADERS ARE MADE

[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | **Leadership Central** | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

Leadership Central

- Club Central**
- Club Officer Tools
- Brand Portal
- Speech Contests
- Eligibility Assistant
- District Central
- District Leader Tools
- Public Relations
- The Leader Letter
- Legal and Tax Compliance
- Distinguished Performance Reports
- Region Advisor
- Governing Documents
- Month-End Closing Dates



Welcome, Marie



[Logout](#)

[Find a Club](#)

[Start a Club](#)

[Contact Us](#)



WHERE LEADERS ARE MADE

[FIND A CLUB](#)

[About](#)

[Pathways](#)

[Education](#)

[Membership](#)

[Leadership Central](#)

[Resources](#)

[Magazine](#)

[Events](#)

[Shop](#)

[Home](#) / [My Toastmasters](#) / [Profile](#) / [Club Central](#)

Due to year-end processing and the impact on final recognition results, portions of Club Central will not be available from July 1 – 28, 2021 for clubs in Districts that are reforming and clubs moving Districts. Thank you for your patience as year-end results are finalized and alignment for the new program year is processed..

CLUB CENTRAL

[lick here for Club Central Tutorials](#)

Select a club to conduct club business

Articulators Club

00006193

Lake Nona Toastmasters Club

00695848

| CLUB CENTRAL

Club Membership



Add Membership

Add new, dual or reinstated members



Submit Education Awards

Submit member education awards

Club Administration



Club Officer Assignment

Review, update and assign club officers



SECRETARY ROLE DETAILS

Back up Base Camp Manager



WHERE LEADERS ARE MADE

[About](#) | [Pathways](#) | [Education](#) | [Membership](#) | [Leadership Central](#) | [Resources](#) | [Magazine](#) | [Events](#) | [Shop](#)

[Home](#) / Welcome to Pathways

Welcome, Marie  | [Logout](#) | [Find a Club](#) | [Start a Club](#) | [Contact Us](#) 

[FIND A CLUB](#)

| PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.

Choose Your Path (\$20 USD)

What are your goals and how will you achieve them? Take the Pathways Assessment to identify the path that best aligns with your interests and objectives.

Club officers: you can order a path for yourself or a path in printed materials for your members.

☐ Choose a path for another member

[Continue to Path Selection](#)

Access my path through Base Camp

Access your path here through Base Camp, your online gateway to Pathways. Base Camp tracks your progress and lets you connect online with other members of your club.

Select your club:

Lake Nona Toastmasters Club

[Go to Base Camp](#)

[Log in as Base Camp Manager](#)

The Navigator

View *The Navigator* to guide you through each step of your journey. Refer to it to support your progress and to answer your questions along the way.

Select Language:

English

[Launch The Navigator](#)

Base Camp Manager

Welcome to your Base Camp manager home page. Here, you will find the tools you need to manage member progress in the Toastmasters Pathways learning experience.

As the vice president education, you are responsible for education approvals in your club. Your club president and secretary also have access to the Base Camp manager portal and are your backup approvers for Base Camp manager tasks. For more information on the Base Camp manager approval workflow, [view the Base Camp Manager Overview tutorial](#).

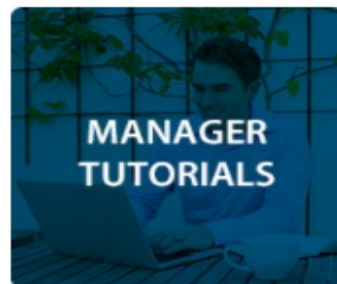
To return to your personal learning experience in Base Camp, [visit the Pathways Start page](#) and log in as a member.



Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

Always check with the club VPE
BEFORE
taking any action on a member's account

SECRETARY ROLE DETAILS

Once a Year – August Only

Club Vote at International Convention





Thank you!