



# Secretary Checklist

## Before Club Meetings

- ▶ Post the previous minutes.
- ▶ Prepare a list of actions for the president.
- ▶ Update the club's officer list.

## Upon Arrival at the Meeting

- ▶ Circulate attendance sheet and guest book.
- ▶ Greet guests and members.

## During Club Meetings

- ▶ Read previous minutes, note amendments, record current meeting minutes.

## Outside the Club Meetings

- ▶ Maintain accurate roster.
- ▶ Submit club officer list.
- ▶ Handle correspondence.
- ▶ Keep club files.
- ▶ Attend club executive committee meetings.
- ▶ Vote at international business meetings.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

## EXECUTIVE COMMITTEE Responsibilities

- ▶ Read the previous meeting minutes.
- ▶ Note amendments.
- ▶ Record current meeting minutes.
- ▶ Work with executive committee on Club Success Plan.

## RESOURCES

*Club Constitution for Clubs  
at Toastmasters International*

[www.toastmasters.org/policies](http://www.toastmasters.org/policies)

*Distinguished Club Program and  
Club Success Plan (Item 1111)*

[www.toastmasters.org/1111](http://www.toastmasters.org/1111)

*Guest Book (Item 84)*

[www.toastmasters.org/84](http://www.toastmasters.org/84)

*Club Officer Lists*

[www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral)

*Use of Toastmaster Materials*

[www.toastmasters.org/memberlists](http://www.toastmasters.org/memberlists)