



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.
- ▶ **Facilitate member progress in Base Camp.**
- ▶ 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

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

www.toastmasters.org/1111

Guest Book (Item 84)

www.toastmasters.org/84

Club Officer Lists

www.toastmasters.org/clubcentral

Use of Toastmaster Materials

www.toastmasters.org/memberlists