

# GUIDELINES FOR CLUB SECRETARY

Post of the Secretary of the most responsible post of the Club .she is the administrative head and success of the Club depends upon the efficient functioning of the Secretary . The Secretary is the backbone of Club and the District. She strengthens friendship and understanding in the Club and District by communicating regularly, and sending the right information at the right time. A good Secretary is as vital to the District and Club as fuel is to a car. Communication is another name for Secretary.

## Duties in General:

1. The first and foremost duty of the Club Secretary is to prepare the agenda and send out notices for the regular Club Meetings and Executive Committee Meetings to members, at least one week before the Meeting. This should be done in consultation with the President.
2. The minutes of the regular Meetings and Executive Committee Meetings have to be prepared by the secretary in consultation with the President, circulated among members, recorded in the Minutes book and then to be read and confirm in the next meeting. Two separate minute books should be maintained. (i) A regular Meeting Minute Book. (ii) Executive Committee Meeting Mini Book. (iii) The minutes off the General Body Meeting should be sent to the District Chairman and District Secretary for their Records.
3. Similarly two Attendance Registers should be maintained for signing, one for the Regular Meetings and another for the Executive Committee Meetings.
4. In order to facilitate her work, the Secretary should prepare an up-to date club roster for all members,, along with their mailing addresses, telephone and Mobile numbers and their Portfolios. This list should be distributed to all members and changes should be notified immediately. This helps the Secretary and members to have a better contact with each other.
5. A copy of the Club Roster should be sent to the District Chairman and District Secretary for their official records along with the names of the members holding District Offices.
6. During the tenure of office, the Secretary shall receive letters and circulars of general nature or from the headquarters of International Inner Wheel. It is the duty of the Secretary to present them before the members in the Executive Meetings and reply promptly.
7. Correspondence from Overseas Link Clubs and Indian Clubs should be forwarded to the ISO. A Prompt reply always shows efficiency.
8. It is the duty of the Secretary to make the Club programs as interesting as possible. Efforts should be made to include those items which are of interest to woman, so that everyone can participate. Your club should be second home for all members.
9. It is the privilege of thee Secretary to get acquainted with the activities of other clubs through their Secretaries and thereby, create better understanding between the clubs in the District.
10. The secretary must extend help to newly formed Clubs. On special Occasions, an effort should be made to invite other Club Officers as well as District officers and Rotarians to attend the occasion.
11. A general Register of members including their dates of joining and offices held in Inner Wheel should be maintained and kept up-to-date.