

GUIDELINES FOR CLUB SECRETARY

Post of the Secretary is 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 the 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 confirmed in the next meeting. Two separate Minute Books should be maintained. (i) A regular Meeting Minute Book (ii) Executive Committee Meeting Minute Book. The Minutes of 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 upto date club roster of 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 her 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 women, so that everyone can participate. Your club should be second home for all members.
9. It is the privilege of the 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.

CLUB SECRETARY'S DIARY

JULY

- Plan with the President for the installation function.
- Check Association Directory and District Directory for any mistakes in the names and addresses of the office bearers and inform the District Secretary.
- Prepare a new Club roster with a list of Members, Addresses, Phone Numbers and Email ID.
- Receive all the files of the previous year from the predecessor.
- Please remember to take the Charter from the predecessor.
- Plan with the Members about the projects, fund raising and activities for the Club
- Maintain an attendance register
- Maintain two minute books - Executive Committee and General Body Meeting.

AUGUST

- Read the minutes of the previous meeting to the Members and have it passed at every meeting.
- Help the Treasurer to collect the dues from the Members.
- Help the Treasurer to send the dues to the District Treasurer.

SEPTEMBER

- Send nominations for the post of District Executive posts if you have qualified candidates in the Club.
- Monthly or Quarterly Report to be sent to the District Executives.

OCTOBER / NOVEMBER

- Ensure maximum attendance at District Rally by motivating the Members.
- Discuss with Members, plan and decide Club office bearers for the incoming year and choose eligible candidates as nominees for the District elections.

DECEMBER / JANUARY

- Club Information Form will come to the Secretary. If this is not received, inform the District Secretary at once.
- Encourage Members to attend the District Conference.
- In case of elections during the Conference, please see that the voting delegates attend. If the voting delegate does not attend for some reason, elect an official proxy in the Club and send a letter on the Club Letterhead stating who the voting delegate is.
- Complete the election of the office bearers for the incoming year.

FEBRUARY / MARCH

- Club Information Form should be posted to the District Secretary with the necessary data.
- Send details of Addresses, Phone Numbers and Email ID for the Incoming Officers of your Club to the District Secretary.

MAY / JUNE

- Encourage the Incoming Officers to attend the District Assembly and training session.
- Please hand over the minute books, charter and other records to the Incoming Secretary.

N.B.: Per year, at least 10 Club General Body Meetings should take place and one Annual General Body Meeting in the month of June. 20% of members of a Club constitute a Quorum. Any one month of the year may be kept as closed months, according to the convenience of the Club Members. Club Executive Committee

Meeting should be held as often as necessary. For this Meeting, four Members of Executive Committee constitute the Quorum.

Files to be maintained by Club Secretary

- Attendance register of General Body Meeting
- Attendance register of Executive Meeting
- Minute Book of General Body Meeting
- Minute Book of Executive Meeting
- Membership Form File.
- Correspondence with:
 - (I) District Executives
 - (II) Different Clubs and
 - (III) From Association and IIW (if any)