YOUR JOB AS CLUB SECRETARY

As club secretary you help your club run well. Watch its trends to identify what works well and what doesn’t, and share this information with club and district leaders.

Find detailed information in Lead Your Club: Secretary.

RESPONSIBILITIES

- Attend the district training assembly and the district conference
- Meet with the outgoing secretary and receive club records
- Meet with the incoming board of directors
- Create a My Rotary account on Rotary.org if you don’t already have one
- Update your club’s records and member list on My Rotary as changes occur
- Give the club treasurer the club invoices, due in January and July
- Serve on the club board and club administration committee
- Take minutes at club and board meetings and club assemblies
- Update club and officer information for the Official Directory and Rotary’s records
- Manage club correspondence, responding to email and sending official notices and invitations
- Keep promotional items, name badges, and other materials used at meetings and events
- Take attendance and submit monthly attendance reports to the district governor
- Preserve your club’s historical records
- Write an annual report at the end of the Rotary year
- Assist the club president, treasurer, and committees as needed
- Meet with your successor and hand over club records