

Secretary

Name		
Email		Phone
Special Notes		

Key Responsibilities

Responsibilities	Due Date	Pathways Project	Support
<input type="checkbox"/> Take meeting minutes/action items at executive meetings and club business meetings.			Support President
<input type="checkbox"/> Send Executive meetings invite, agenda and previous minutes.			Support President
<input type="checkbox"/> Add meeting minutes to club website (Free Toast Host / Easy Speak)			Support President
<input type="checkbox"/> Maintain records for the club			Support President
<input type="checkbox"/> Update club officer listing on Toastmasters.org - Club Central	30-Jun		Support ALL executive
<input type="checkbox"/> Vote proxy to district for International vote			Support President
<input type="checkbox"/> Send out invitations for special events			Support President
<input type="checkbox"/> Club Success Plan (Supporting Role)			Support President
<input type="checkbox"/> Attend Club Office Training (June-Aug and Nov-Feb)			
<input type="checkbox"/> Base camp manager (assist VPE)			
<input type="checkbox"/> Prepare and send out News Letter (Monthly, Quarterly, Semi-Annually)		L4 - Write a Compelling Blog	
<input type="checkbox"/> Keep up to date with the District Dispatch and Toastmasters Navigator newsletters			
<input type="checkbox"/>			
<input type="checkbox"/>			
Optional (Club Specific)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Year-ahead Checklist

First 60 days (Jul-Aug)
<input type="checkbox"/> Attend Club Officer Training (June-Aug)
<input type="checkbox"/> Executive meeting invite, agenda and minutes
<input type="checkbox"/> Distribute meeting minutes within 3 days
<input type="checkbox"/> Base camp manager (assist VPE)
<input type="checkbox"/> Club Success plan (Assist)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with past Secretary for handover
<input type="checkbox"/> Add meeting minutes to Club website
<input type="checkbox"/>

Next 120 days (Sep-Dec)
<input type="checkbox"/> Executive meeting invite, agenda and minutes
<input type="checkbox"/> Base camp manager (assist VPE)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Add meeting minutes to Club website
<input type="checkbox"/>
<input type="checkbox"/>

Next 180 days (Jan-Jun)
<input type="checkbox"/> Attend Club Officer Training (Nov-Feb)
<input type="checkbox"/> Update Club Officers list on Toastmasters.org
<input type="checkbox"/> Executive meeting invite, agenda and minutes
<input type="checkbox"/> Distribute meeting minutes within 3 days
<input type="checkbox"/> Base camp manager (assist VPE)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with new Secretary for handover
<input type="checkbox"/> Add meeting minutes to Club website
<input type="checkbox"/> Attend District Conference

Educationals / Training

(Optional) Each club executive could present an educational at a club meeting

Educational / Training Topic	Pathways Project	Presenter
<input type="checkbox"/> Examples:		
<input type="checkbox"/> Moments of Truth (Due by Oct 31)	L5 - Lessons Learned	
<input type="checkbox"/> How to write a speech	L3 - Inspire your audience	
<input type="checkbox"/> How to give an evaluation	L4 - Question & Answer Session	
<input type="checkbox"/> Meeting Roles and Responsibilities	L1 - Research & Presenting	
<input type="checkbox"/>		

Distinguished Club Program

Requirements	31-Dec	30-Jun
<input type="checkbox"/> Update Club Officer List		
<input type="checkbox"/>		

Other Tasks

