



Rotary Secretary Training

Virtual Club Assembly Training

District 7670

May 14 2022

Types of Secretary Positions

Positions defined by Rotary– not necessary to break these up in your club– Check with the outgoing Secretary to determine what duties are performed in YOUR club by the secretary and how that translates to the Position or Positions

- Recording
 - The one who maintains meeting minutes and club documents
- Secretary
 - The one who maintains member & club data
- Attendance --if your club still keeps attendance
- Executive
 - Choice of a club to separate this position
 - Generally, for very large clubs and this person would work with the current president to determine tasks/ duties



Basic Duties

- Maintain and distribute the minutes to Board Meetings (for some clubs– also for the regular and committee meetings)
- Maintain important documents
 - Bylaws
 - Constitution
- Update member records for the club
 - Enter new member information
 - Remove members who leave
 - Update changes to members
 - Update changes to club positions
 - Update changes to club basic information (such as meeting place & time)



Other Possible Duties

- Talk to your President or the outgoing Secretary about these
- Some examples
 - Assisting with ballots for an election or special club award
 - Ordering supplies
 - Ordering plaques
- Bottom line--- Whatever you can do that will assist



Where to get help

- Your club's outgoing secretary
- The District Chair for Secretaries
- The Learning tab on Rotary.org– you can take online courses there

Sign onto Rotary.org and go to the Learning Tab:

<https://my.rotary.org/en/learning-reference/learn-role/secretary>

- Join a Discussion group for Club Secretaries– Rotary.org and then choose the Exchange Ideas tab



DACdb Demonstration of

- Editing Club Information
- Adding, transferring, removing, editing member information
- Adding, updating Club Positions
- RI Integration / Compare

But, First.... Questions? Ideas?

