

## Secretary Roles and Responsibilities

As club secretary you help your club run smoothly and effectively. You also monitor club trends to help identify strengths and areas for improvement, and share this information with club and district leaders.

### What you do

- Maintain membership records: [Update your club membership data](#). Your club invoice is based on the number of members in Rotary's database for your club as of 1 July and 1 January.
- Maintain minutes of club, board, and committee meetings
- Work with incoming secretary to ensure smooth transition

### How to prepare

- Take online courses for club secretary in the [Learning Center](#)
- Attend district training assembly
- Work with outgoing secretary

### Resources & reference

- [Be a Vibrant Club: Your Club Leadership Plan](#)
- [Standard Rotary Club Constitution](#)
- [Recommended Rotary Club Bylaws](#)

### Tools

- [Pay or view your club invoice](#) (Rotary International dues and fees)
- [Update your club membership data](#)
- Set and track goals in [Rotary Club Central](#)
- Check our [discussion group](#) for club secretaries

### Rotary support

- Outgoing secretary
- Club and district leaders
- [Club and District Support representative](#)
- [Financial representative](#)