



CLUB SECRETARY STANDARDS

Outside the Club Meeting:

- Attend district-sponsored club officer training.
- Maintain accurate membership roster and give it to treasurer to submit with dues.
- Submit new club officer list to World Headquarters within 10 days after elections via Web site or mail. Also, submit any changes to club officers immediately to World Headquarters.
- Handle general club correspondence.
- Keep club files, including the club charter, Constitution and Bylaws, minutes, resolutions and correspondence.
- Attend club executive committee meetings.
- Arrange for a replacement if unable to attend meetings.
- Prepare your successor for office.

At the Club Meeting:

- Record and read meeting minutes.
- Greet members and guests.