

**TOASTMASTERS**  
INTERNATIONAL<sup>®</sup>

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**SECRETARY**

**2024 Club Officer Training**

PRESENTED BY: Irene Valenzuela, PE, LD5, EH3

# Benefits to being Secretary

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- Marketing
- Networking and relationship-building
- Strategic planning
- Critical thinking
- Internal/external communication skills
- Organization and problem-solving
- Positive small group collaboration
- Succession planning
- Compliance with standard procedures

# SECRETARY

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As stated in the *Club Constitution and Standard Bylaws* of Toastmasters International:

“The club secretary is responsible for club records and correspondence. The club secretary has custody of the club’s charter, constitution, and bylaws and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club executive committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member; and transmits the same to the successor in office. The club secretary provides notices of meetings as required by this constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.”

# SECRETARY ROLE & RESPONSIBILITIES

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- Reports newly elected officers on Toastmasters International website before June 30 to receive DCP credit
- Responsible for records and correspondence
- Keeps custody of charter, constitution, bylaws, and any other records and documents for your Toastmasters group
- Keeps an accurate record of educational sessions and Executive Committee (EC) meetings
- Maintains an accurate and complete roster of individual members, including address and status

# Interaction between Secretary & EC

<b>Club Officer Role</b>	<b>Possible Secretary Involvement</b>
President	Record executive team meeting minutes in real time as President leads meeting.
VPE	Support VPE in creation of meeting agenda if VPE unable to attend.
VPM	Help VPM in the creation of guest packets.
VPPR	Help VPPR create press releases for open houses, speech contests, or any other activities
Treasurer	Coordinate to ensure new members are on club roster after dues are paid
SAA	Coordinate the creation and updating of name tags for club members.
Guests/Members	Reach out to guests to explain Toastmasters benefits

# Two (2) places to submit awards (1-Base Camp)



Select the club you would like to interact with as a Base Camp manager.

**Professional Presenters  
Toastmasters**

CB-02698056

Base Camp Manager

# Secretary is Base Camp Manager Backup

On Friday, June 25, 2021 from 9:00 PM PDT to 11:30 PM PDT, your portal will be briefly unavailable due to a software update.

## Base Camp Manager

Welcome to your Base Camp manager home page. Here, you will find the tools you need to manage member progress in the Toastmasters Pathways learning experience.

As the vice president education, you are responsible for education approvals in your club. Your club president and secretary also have access to the Base Camp manager portal and are your backup approvers for Base Camp manager tasks. For more information on the Base Camp manager approval workflow, [view the Base Camp Manager Overview tutorial](#).

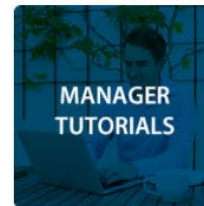
To return to your personal learning experience in Base Camp, [visit the Pathways Start page](#) and log in as a member.



Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

# Submit awards – (2-Club Central)

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## Leadership Central



### Club Central

Club officer materials and more



### District Central

Awards, badges, and recognition



### Club Officer Roles

Learn more about elected positions



# Club Central



## CLUB CENTRAL

[Click here for Club Central Tutorials](#)

CB-02698056 - PROFESSIONAL PRESENTERS TOASTMASTERS

### Club Membership



#### Submit Education Awards

Submit member education awards



#### Membership Management

Add/update member records, review/print club roster, and submit payment

### Club Management



#### Club Contact and Meeting Information

Update club contact/meeting information






#### Club Officer Assignment

Review, update and assign club officers

# Select the member and award

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## | SUBMIT EDUCATION AWARDS

### Select Member


(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Steve Replin, PM2 - PN-06998492 

Select Education Program 

Online Presentation Mastery, Level 3 (English)

Pathways Mentor Program

Select Education Program 

# RESOURCES

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- Previous Club Secretary
- EC Team
- Secretaries from other clubs
- Area Director
- Division Director
- Irene Valenzuela – please contact me!  
irenecv88.tm@gmail.com

## Secretary Resources

*Distinguished Club Program and  
Club Success Plan (Item 1111)*

[www.toastmasters.org/1111](http://www.toastmasters.org/1111)

Guest Book (Item 84)

[www.toastmasters.org/84](http://www.toastmasters.org/84)

Club officer list

[www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral)

Use of Toastmasters materials

[www.toastmasters.org/memberlists](http://www.toastmasters.org/memberlists)

# Additional Resources

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District 26 Website <https://www.d26toastmasters.org/>

Toastmasters International website [www.toastmasters.org](http://www.toastmasters.org)

Secretary Club Officer Overview

<https://www.toastmasters.org/resources/secretary-overview>

Toastmasters Meeting Minutes Templates

<https://www.toastmasters.org/Resources/Resource-Library?c=%7bB3CDE78E-F1EF-4605-A150-CE2CFC7BD910%7d&page=1>

Club Central (must log in first to access)

<https://www.toastmasters.org/My-Toastmasters/profile/club-central>

District Leader Tools (must log in first to access)

<https://www.toastmasters.org/leadership-central/district-leader-tools>