

CLUB SECRETARY JOB DESCRIPTION



All club secretaries have similar responsibilities that help keep our clubs operating effectively. Find more information about these duties in the accompanying documents.

RESPONSIBILITIES
Attend the district training assembly and the district conference
Meet with the outgoing secretary and receive club records
Meet with the incoming club officers or board of directors to plan your year
Create a My Rotary account on Rotary.org, if you don't have one
Update your club's records and member list on My Rotary, or through your club management system
Make sure the club treasurer has the club invoices, due in January and July
Serve on the club board and club administration committee
Take minutes at club and board meetings and club assemblies
Update club and officer information for the Official Directory and Rotary's records
Manage club correspondence, including responding to emails and sending official notices and invitations
Keep promotional items, name badges, and other materials used at meetings and events
Submit monthly attendance reports to your governor; if your club doesn't track attendance, let your governor know
Preserve your club's historical records
Write an annual report for the club at the end of the Rotary year
Assist the club president, treasurer, and committees as needed
Meet with your successor and hand over club records