



# Responsibilities of a Club

## Secretary



While a secretary may seem like an unimportant job, a club secretary has the most important role out of all the club officers! If you were recently elected as the secretary of your club, here are your IMPORTANT responsibilities:

1

Record  
Weekly  
Club  
Meeting  
Minutes

2

Record  
Club  
Board  
Meetings  
Minutes

3

Record  
Weekly  
Club  
Meeting  
Attendance

4

Record  
Club  
Members'  
Service  
Hours

1

At each club meeting, you should record the most important points of the meeting. These points should include but are not limited to: a summary of old and new business, important dates to remember, the specifics of upcoming events/projects, the process followed during a club service project, a brief summary of any recent club projects that occurred between the last meeting and this one. It is also important that the minutes reflect the presence of special guests. If a guest hosts a presentation or gives a speech to your club, a summary of the presentation or copy of the speech must be included. Make sure you distribute these minutes to your advisor, club officers, club members, special guests, and lieutenant governor within seven days of the meeting. For your convenience, I have created a meeting minutes model for you to use here: [\(insert link to this on the coastline\)](#)

2

You should also record the most important points of each club board meeting. However, these minutes should be more detailed—including almost everything covered. If the club board is throwing around ideas for future projects, make sure you record them all, even if not all of the ideas will be used. This allows the president to go back and re-evaluate each idea at a later date.

3

Meeting attendance is another one of your important responsibilities. At the end of each meeting (or during), you need to record who was attended and who was absent. To make this responsibility easier for you, I have also created three attendance roster models for you to choose from here: [\(insert link to this on the coastline\)](#) However, your advisor may have a specific format to follow. Make sure to check with him/her before you use one of those models at your next meeting.

4

Finally, your arguably most important responsibility is to record each member's service hours. In order to prevent a pile up of information or any inaccuracies caused from forgetfulness, you should update service hours each week. At the end of each club meeting, provide an opportunity for club members to provide proof of their earned service hours. This will allow you to update their hours as quickly as possible.