

Duties of the Club Secretary

Preparation Prior to Taking Office

- Obtain a copy of the club constitution, bylaws, and club secretary manual (found in the manual of procedures)
 - *Manual of Procedures can help you with questions on administration, practice, or procedure*
 - *Rotary International Manual of Procedures (MOP)*
 - *D7150 Administrative Procedures Manual (APM) – DGE has a copy*
- You will be the club resource on classifications so you need to have an understanding of the classification principle used in Rotary
- There is no specific list of classifications
 - *terminology varies with geography*
 - *keep classifications as simple as possible*
 - *promote diversity*
- Meet with your club president to determine how duties are divided between president, secretary, and other officers. The club secretary works very closely with the club president
- Arrange transfer of records from predecessor
 - *Files*
 - *Supplies on hand*
 - *Equipment (songbooks, bell, gavel, etc.)*
- Records should include:
 - *Club charter*
 - *Constitution*
 - *Bylaws*
 - *Club history*
 - *Files of minutes of club meetings and board meetings*
 - *Annual reports*
 - *Roster of members*
 - *Records of past officers*
 - *Last RI Semi-Annual Report (SAR)*
 - *Copies of recent (last 12 months) of members Add/Change/Termination slips*

DUTIES

Maintains membership records

- Custodian of club archives
- Official directory of all clubs, with presidents, secretaries, meeting times, and places - along with any updates.
- Club listing with phone numbers, email addresses, etc.
- Report changes in membership (*send org. to: RI with copy to Dist-Sec*) *Forms are available on the RI and District website.*
 - *New members*
 - *Change in member's data or mailing address*
 - *Membership termination*
- Report change of officers or meeting information to RI and DS
- In Nov. club secretary gets a notice from RI for the names of the president-elect and secretary-elect. for the coming year (due Jan. 31) Send copy to DGE & DS

Attendance

- Record attendance and make-ups
- Become familiar with attendance requirements. Types of members excluded from weekly attendance requirements are:
 - *Honorary members*
 - *Members excused due to long-term illness*
 - *Senior-active exempt (if age & years of membership exceed 85 and board has approved their written request to be excused)*

Monthly Attendance Reports

- Send to DG/DS within 15 days after the last meeting of the month (please file attendance reports on the web, if at all possible)
- Calculate monthly attendance (excluding honorary, excused, and approved senior-active exempt)
- Make-ups can be credited within 14 days before or after missed meetings if the member:
 - *Attended at least 60% of the make-up meeting*
 - *Was present at the correct time and place of the make-up meeting, but the meeting was canceled*
 - *Was on Rotary business (see MOP for what constitutes Rotary business)*
- If a meeting was canceled due to a holiday, death, epidemic, or disaster - do not count that meeting in your calculations and report reason for cancellation on Monthly Attendance Report (MAR)
- Report attendance of visiting Rotarians

Meeting notices

- Prepare and send out notices for board of directors meetings or important committee meetings if required (may just be a phone call or Email)

Records & preserves minutes of meetings of the club

- Especially board meetings (very important to record resolutions and votes)
- Help the President develop a meeting agenda and ensure follow-up from previous meetings

Other Duties

- 3 of 5 steps for proposing new members are responsibilities of the club secretary
 - Name of prospective new member is proposed through the club secretary
 - Board ensures proposal meets all classification and membership requirements
 - Once board approves or disapproves, the club secretary notifies the proposer
 - The prospective member is then briefed on the purpose of Rotary and gives permission for their name and proposed classification to be published to the club
 - If no objections are received, the prospective member pays the admission fee and is considered a new member. The club secretary then issues a membership card.
- Club bulletin/newsletter may be your responsibility (send copies to the DG, AG and neighboring clubs)
- Handling correspondence