

SUMMARY OF CLUB SECRETARY DUTIES

From the Standard Club Bylaws, Article 3, section 4:

1)

Section 4 — Secretary. It shall be the duty of the secretary to keep membership records; **record attendance** at meetings; **send out notices** of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been **elected** to membership in the club since the start of the July or January semiannual reporting period; **report changes in membership**; provide the **monthly attendance report**, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

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- 2) Keep records of club **membership**.
- 3) Record **attendance** at all meetings.
- 4) **Send** out notices of meetings of the club, board, and committees.
- 5) Record and preserve the minutes of all such meetings.
- 6) Report **changes** in membership, (also report **new** members, the **termination** of members, and **changes** in member data, such as addresses) to the general secretary of RI.
- 7) Send required reports to RI, including the **Semi-Annual Report** (SAR) of club membership as of January 1 and July 1.
- 8) Collect and remit to RI subscriptions for **The Rotarian** for each club member.
- 9) Report **Monthly Attendance** of club meetings, to be sent to the District Governor within 15 days of the last meeting of the month.
- 10) Report any **changes in club meeting** location, time, or day to RI (must be reported & approved by DG 10 days before changing).
- 11) Report the **election of club officers** for the ensuing Rotary year by 31 December of each year to RI.
- 12) Maintain and update the club's **weekly attendance and membership records** – keeping in touch with the Membership and Classification Committees in your club:
- 13) Plus, communicating with the Treasurer on **meal charges, makeup credits**, etc.
- 14) Also, maintain minutes of meetings and **archive all club records** for easy access.
- 15) Also, may help your club members **register** for events for both club and district level functions.

And, do ANYTHING ELSE your club asks of you!!