



Secretary

Carol Snyder, DTM

District 13 TLI

TOASTMASTERS
INTERNATIONAL®

Secretary Responsibilities

What The Manual Says

Secretary Responsibilities

- Post the previous minutes.
- Prepare a list of actions for the president.
- Update the club's officer list.
- Circulate attendance sheet and guest book.
- Read previous minutes, note amendments, record current meeting minutes.
- Maintain accurate roster.
- Submit club officer list.
- Handle correspondence.
- Keep club files.
- Attend club executive committee meetings.
- Vote at international business meetings.
- Facilitate member progress in Base Camp.
- Arrange for your replacement or assistance.
- Prepare your successor for office.

TOASTMASTERS
INTERNATIONAL®

Secretary Responsibilities

What's Really Important

Secretary Responsibilities

What do you think are your most important duties as Secretary?



Secretary Responsibilities

- Update officer list
- Take meeting minutes
- Post or email minutes
- Take attendance and record guests
- Update agenda on website to reflect actual meeting
- Maintain roster on club website
- Backup VP Ed to approve Pathways requests
- Arrange for your replacement or assistance
- Prepare your successor for office

Meeting Minutes

Template from TI



Minutes of Penn Hills Toastmasters Club Regular Meeting December 3, 2020

The club membership convened on December 3, 2020, with President Virda Perry presiding.

Members present were: Virda Perry, Ryan Jacobs, Carol Snyder, Nate Stephens, Mario Rubino, Luci Faddis, Michael Aubele, Wadria Taylor, Fred Vornbrock, Dana DeIDeca-Cindric

Guest(s) present were: Wei Yuan

Virda Perry led us in the pledge and read the mission of the club.

1. Members with meeting roles were introduced:

- Toastmaster of the Day: Dana
- Word of the Day: Luci Faddis – "amalgamate" it means to combine two or more entities as one
- Humor/ Inspiration: Ryan Jacobs
- Table Topics Master: Virda Perry
- General Evaluator: Dana DeIDeca-Cindric
- Evaluators:
- Ah-Counter / Grammarian: Luci Faddis
- Timer: Carol Snyder

Meeting Minutes

ICYMI email

Subject: 8/25 meeting notes

Good day everyone,

Otis Simpson called the meeting to order and served as Toastmaster. President Sandi Chobany presented the Moments of Truth module. Otis stated the meeting theme as Freedom and Richard Holsinger gave the opening thought. Otis served as Er/ah Counter and grammarian; the word of the day was freedom. Otis served as Table Topics Master; Melanie Boyer and Donna Gramling spoke about a topic. Rich Holsinger gave his follow up pathways speech "That Old Cliche" and, incorporated recommendations from evaluation of the speech that he gave on 8/11. Jim Teague hosted a discussion panel project titled "Should I Stay or Should I Go" regarding college students attending classes in person or attending on line. Dave Jones and Tony Utnik were the discussion participants. With this project completion Jim completed his level 5 in Presentation Mastery in pathways. Congratulations Jim! Dave Jones was the General Evaluator, Tony evaluated Rich's speech, and Donna evaluated Jim's speech project.

Tony held a discussion regarding the suspension of paying club dues for the fall term from 10/20 thru 03/2021 and to review this in March, 2021. Dave Jones made a motion, Otis Simpson seconded the motion, which passed. Dues for this period are \$45 which are the dues for Toastmasters International.

The next meeting will be 9/8/2020.

Sincerely,

Tony

Secretary Responsibilities

- What is different for online meetings?
- What is different for hybrid meetings?
- What will be different for in-person meetings?
- How can you support your club?

