

## *Secretary*

The Secretary is often referred to as the President's Right Hand. Your job is to assist the President in the effective running of the club. It is one of the busiest positions on the executive.

A person wishing to hold the position of Secretary should have or wish to further develop a skill set which includes: good organizational skills, efficiency, written communication skills and a good working knowledge of business programs/ technology;.

The Secretary typically has the following responsibilities unless the Club House Rules specifically states otherwise:

- Assist with the preparation of the meeting agendas
- Collect all correspondence prior to meetings and direct correspondence to the appropriate person or committee chair. Identifying the correspondence that needs to be mass circulated and disseminate according to club best practices. Writing responses and correspondence as needed
- Record the minutes of the general and executive meetings including all motions and amendments and distribute to the applicable club positions as well as to the general membership. Ensuring each set of minutes is presented for errors/omissions and properly adopted by club membership
- Keep hard copies of that year previous minutes, budget, Club, Zone and District House Rules for easy consultation if required at a meeting
- Handle new membership applications, roster additions and removals and transfer paperwork
- Assist President with all mandatory club paperwork for both government departments and National Headquarters

Additional information on having a successful year as Club Secretary along with the complete list of duties, can be found in the **Successful Club Manual** located in the Resource Library @ [www.kincanada.ca](http://www.kincanada.ca)