

## Club Secretary

### Preparation

- Attend Secretary Training Section at PETS and District Training Assembly
- Work with out-going secretary on hand over matters

### Responsibilities

Your responsibilities are summarized below:

- Keeping records
  - Your club constitution and bylaws
  - Club archive and library
  - Maintain documentation of club activities during your term
- Using **My Rotary** to perform Rotary business online (eg. update officers, membership).
- Attending District Conference
- Work with the Club President to select a delegate to attend RI Convention.
- Sending out notices of meetings of the club, board, and committees.
- Recording and maintaining minutes of club, board, and committee meetings.
- Update the record of office bearers with Registrar of Societies (HK Police Force) or the Registrar of Companies, depending on whether the club is registered under the Society Ordinance or the Company Ordinance.
- Making required reports to RI and your district:

<b>Report</b>	<b>To</b>	<b>Submission Deadline</b>
Semiannual report	RI, with a copy of the worksheet sent to the district governor	1 July and 1 January
Monthly attendance report of club meetings	District governor	Within 15 days following the last meeting of the month
Changes in membership	RI and district governor	Ongoing
Visiting Rotarians attendance reports	Rotary club of visitor	Ongoing
Rotarian Relocation Form	Rotary club in new community	Ongoing
Club information changes	RI and district governor	Ongoing
<i>Official Directory</i> information	RI and district governor	31 December

- Working with other club leaders
  - You and the president must work as a team to ensure that the club operates effectively.
  - You and the president-elect should also meet with current officers to assess the state of the club and the status of ongoing projects and activities.
  - You should work closely with the treasurer to arrive at a mutual understanding of club operations, particularly the division of various responsibilities and preparation of RI reports.
  - You should work closely with the Club Administration Committee, which conducts activities associated with the effective operation of the club.
  - You should work closely with the Club Membership Committee on “Proposing and Electing new members”.
- Performing any other duties that usually pertain to the office of secretary.

### Resources

- **Club Secretary's Manual** - <https://www.rotary.org/myrotary/en/document/547>
- **Be a Vibrant Club: Your Club Leadership Plan** - <https://www.rotary.org/myrotary/en/document/556>
- **Standard Rotary Club Constitution** - <https://www.rotary.org/myrotary/en/document/632>
- **Recommended Rotary Club Bylaws** - <https://www.rotary.org/myrotary/en/document/607>
- **Semiannual Report documents** - <https://www.rotary.org/myrotary/en/user/login?destination=myrotary/home>

### Resource Person

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