What does it take to be Club Secretary?

Characteristics include:

- Organized and detailed oriented
- Strong writing or typing skills and good penmanship
- Enjoys completing tasks
- Completes tasks in an efficient manner and promptly responds to others
- Collects and stores items for safe keeping and quick reference

Time Commitment

How will a club stay informed on meetings and attendance? A secretary should be factual and confident in giving their reports and available for:

- Club meetings
- Executive meetings prior to club meeting
- Committee check-ins after the club meeting

Quick Tip

Keep roll calls interesting by asking for various responses

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