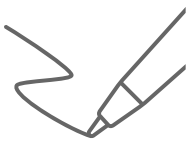


What does it take to be Club Secretary?

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

