

Secretary - Self Assessment

For each item, mark it if it is true for you. Then count how many items you marked as true.

Officer Responsibilities

How are you doing at fulfilling your responsibilities as a club officer?

<input type="checkbox"/>	Attend most Club meetings
<input type="checkbox"/>	Participate in Club Officer meetings.
<input type="checkbox"/>	Read Secretary officer manual.
<input type="checkbox"/>	Keep informed of D22 events. (Read the D22 bulletin.)
<input type="checkbox"/>	Attend TLI.

Club Secretary Duties

How are you doing fulfilling your duties as Club Secretary?

<input type="checkbox"/>	Maintain an accurate membership roster and ensure that all Club officers have the most recent version
<input type="checkbox"/>	Immediately after election, submit Club Officer list to TI
<input type="checkbox"/>	Submit any changes of Club Officers to TI
<input type="checkbox"/>	Maintain general Club correspondence
<input type="checkbox"/>	Keep club files including Club charter
<input type="checkbox"/>	Prepare Club meeting summaries and distribute to members
<input type="checkbox"/>	Work with Club Treasurer to submit semiannual reports and dues to TI on time

How are you doing?

11-12 = exceptional job as Secretary

09-10 = good job as Secretary

07-08 = satisfactory job as Secretary

06 = fair job as Secretary

00-05 = consider getting some help from fellow club members

courtesy of Pamela Turner, DTM, Masters 8825
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