

Role of the Secretary

1. Maintains an accurate membership roster.
2. Records and reads meeting minutes.
3. Assists with the Semiannual Membership Report.
4. Reports new officers to World Headquarters.
5. Prepares and mails orders for Toastmasters supplies.
6. Circulates TIPS, the Supply Catalog and *The Toastmaster* magazine.
7. Keeps the Club Constitution and Bylaws.
8. Maintains general Club correspondence.
9. Attends and participates in Executive Committee meetings