



Friendship & Service

INNER WHEEL DISTRICT 323

Club Secretary Manual

2021 - 2022



SECRETARY - LIFELINE OF CLUB



Please be prompt with all correspondence.

An acknowledgment of mail received, and a reply given, a call answered, a call returned if there is a missed call, an SMS read and replied. In shorts he must be easily accessible at all times.

Duties of a Secretary

- * Maintain a closelias on with the President and have a good mutual understanding with her.
- * Prepare the agenda in consultation with the President and send out notices for EC as well as GB meetings.
- * Write minutes of both EC and GB meetings in consultation with the President and then circulate them amongst members. Minutes to be circulated a week before the meeting at least. After being read and confirmed at the next meeting it must be recorded in the Minutes Book. All minutes must be properly proposed and seconded and then formally confirmed. Maintain minutes records of EC and GB Meetings in two separate minutes books.
- * Maintain attendance records of both EC and GB Meetings.
- * Update and maintain the Members File.
- * Prepare the annual record of the Club activities.
- * Present reports during the Chairman's Visit and at the AGM at the end of the year.
- * Maintain separate files for each level – Club, District, Association & International Inner Wheel.
- * Prepare invitations of events in consultation with the President and mention both your names and contact numbers on any invite.

- * Handle all correspondence. Mailing list with correct postal addresses, email addresses, contact numbers, etc. should be updated and maintained. Changes in addresses to be notified to all concerned.
- * Acknowledgment is important for communication. Please acknowledge all invitations received.
- * Sort through the old Club records - keep document files for the past 5 years. These are necessary and useful for reference. e.g. Records, History, Minute Books, etc.
- * Maintain a Correspondence file for correspondences from IIW, Association, District and other Clubs.
- * Birthday and Wedding Anniversary and other greetings and wishes or condolences to District Officers and other club Secretaries

Files and Registers to be maintained by the Club Secretary

1. Club Charter
2. General Body Meeting Minutes Book
3. Executive Meeting Minutes Book
4. Attendance Register of GB Meetings
5. Attendance Register of EC Meetings
6. Membership File
7. History Book
8. Project Report File
9. Correspondence File

Secretary's Calendar

June

1. Plan with the President for the Installation function.
2. Meet with the outgoing Secretary and receive all Club records.

July

1. Start maintaining the Minutes Book and Attendance Record for the EC and GB meetings.
2. Update the email ids and phone/mobile numbers of all members.
3. Make sure the Member's Forms are up to date in the Members File.
4. Start keeping a record of all projects of the Club - a brief description of the project, amount spent and number of beneficiaries of each project. It will help if you can keep a good photo of each project. This can be a soft copy.
5. Check Association Directory and District Directory for any rectifications in the names, addresses & contact information of the Club office bearers and inform the same to the District Secretary.
6. Become familiar with the IIW Constitution and Association Byelaws.

August

1. The first GB following the Club installation in July will be held in this month.
2. Read the minutes of the previous meeting to the members and have it passed. This has to be done at every meeting.
3. The District Secretary will send out letters regarding Nominations for the District Executive Committee Members.

September

1. A Secretary's event is being planned on Home Composting which will happen on the 25th of September. Assist the District Secretary in conducting this event.

October

1. Preparations for the District Conference begins. Information about the Conference after announcement by the President at the Club GB should be recorded in the minutes.

2. Communication regarding District Election after being shared with the members at the GB Meeting should be recorded in the minutes.

November

1. Consolidate your Club's project details.
2. Preparations for the District Conference will be well underway. The District Secretary will ask you for project details to be presented at the Conference. Please make sure you give her the information and photos she asks for well in time. PLEASE DO NOT WAIT UNTIL THE LAST MINUTE.
3. If there is to be a photo display of Club projects at the Conference, get ready for this as advised by the Vice Chairman.
4. The District Conference will be held on Thursday, 9th December, 2021. Please note the date and make sure you attend. You and your Club President are the Voting Delegates of your Club.
5. The Secretary receives the Club Information Form.

December

1. If, for some unavoidable reason, your or your Club President are not able to attend the Conference, your Club will have to appoint a Proxy Voting Delegate. The procedure is enumerated in the Association Guidelines Book and will be communicated by the District Secretary.

January/February

1. Your Club ought to have decided on the Club Officers for the following year by now.
2. You will have to send the CLUB INFORMATION FORM to the District Secretary. This will have the names, addresses and other communication details of the President, Secretary and ISO of your Club for the following year. PLEASE DO NOT DELAY IN SENDING THIS INFORMATION. The information has to reach IIW in time. This information is included in the IIW Directory for the next year.

3. Please make sure the address and other relevant details are correct. This is important for receiving communications from IIW as well as the Association and for receiving Association ballots.
4. Since IIW ballots have been made online from now check if the correct email ids of the Club are maintained for sending and receiving proper communication for the balloting.

March

1. Make sure you send the Club Information Form to the District Secretary if you haven't done so already.
2. Contact details of Incoming Office Bearers have to be sent to the District Secretary.

April

1. Winding up of the Club's activity for the year and preparations for the next year start at both the Club and the District Level.
2. You will have to give your Club's project details for the year to the District Secretary, in the format given by the District Secretary.

May

1. This is usually a holiday month in Inner Wheel. No meetings are held. It would be a good idea to make sure that all Club files in your charge are up to date and ready to be handed over to your successor.

June

1. Please see that incoming Officers attend the District Assembly.
2. At the annual General Meeting of the Club, place the report of the Club for the year. The draft should be approved by the President.
3. On 30th June, handover all books files, etc. to the Incoming Secretary and guide her too

Important:

1. Read the minutes of the previous meeting to the members and have it passed. This has to be done at every meeting.
2. Keep a record of all projects of the club – a brief description of the project, amount spent and number of beneficiaries of each project. It will help if you can keep a good photo of each project. This can be a soft copy.
3. Maintain Minutes Book & Attendance Record for the EC and GB meetings.



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