

# Soroptimist Leadership Position Descriptions

## Club Secretary

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### Role Description

The club secretary is responsible for preparing, maintaining, recording, and circulating all records, correspondence, minutes of meetings, and related affairs of the club in accordance with the club bylaws and [SIA's Club Secretary Guidelines](#).

### Roles & Responsibilities

- Support our current Big Goal of Increased Collective Impact as well as our next Big Goal to Invest in the Dreams of Half a Million Women and Girls through Access to Education
- Provide clerical and administrative support of running an effective club
- Notify members of upcoming meetings and shares agenda
- Keep and distribute minutes for each meeting
- Maintain attendance record of meetings
- Keep a roster of all members of the club
- Ask club members to update their member profiles online to include their correct mail, email, and birth date/year
- Assist with updating and following the club's calendar of events
- Inform club members of Soroptimist news that appear on Soroptimist's social media and in the Soroptimist Summary blog
- Handle all official correspondence of the club
- Attend district, region, and federation meetings, conferences, and convention. Encourage other members to attend these events
- During meeting, in absence of the club president and club vice president/president-elect, the secretary should preside over the meeting
- Assist other club officers as needed
- Perform any other duties of the club secretary as set forth in the club bylaws

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### **Estimated Volunteer Hours Per Month:**

- 9 hours or less

### **General Skills:**

- Soroptimist knowledge and experience
- Strategic thinking/Planning

### **Communication Skills:**

- Listening
- Verbal communications

### **Interpersonal Skills:**

- Motivation
- Networking/Relationship building

### **Management Skills:**

- Problem solving
- Collaborative
- Time management
- Meeting coordination

### **Technical Skills:**

- Writing/Editing/Proofreading
- Scribe and write notes/minutes
- Using email
- Using social media
- Microsoft Skills (Word, Excel, Writeable PDFs)

### **Personal Attributes:**

- Flexibility
- Open to feedback
- Civility
- Emotional Intelligence
- Accountability
- Dependability
- Friendliness
- Inclusiveness