

Recording Secretarial

Meeting Minutes Responsibilities

- Prior to a Meeting of the Executive
 - Put out call for Agenda Items and Committee Reports and Financial Reports for upcoming Executive Meeting
 - Create Agenda, share with President for input. Revise if needed.
 - Email Agenda to Executive Members. Include reports, financials, and DRAFT Meeting Minutes for previous month.
 - Post Agenda for Upcoming Executive Meeting and Committee Report to Wiarnton Rotary Website
 - Email a link for the above, with the Membership
- Record the Minutes of the Executive Meeting
- After the Executive Meeting
 - Post the previous month's approved Minutes, in their final form with any amendments to the Wiarnton Rotary Website
 - Share a link to the above, with the membership
 - Compose then email a copy of the Draft Meeting Minutes of this meeting to the Executive

Wiarnton Rotary Executive and Committee List

- Maintain this list as information to changes in Club roles or committee members becomes available
- Post to Wiarnton Rotary website
- Send link to the page on website to Wiarnton Rotary Members and Friends of Rotary

Executive Secretary

- Keep Membership contact list up to date, and distribute to membership
- Take care of Rotary emails on a regular basis
- Update district club information when needed to District and Rotary International
- Work with Rotary International (RI) re: Paul Harris points, and awards. Order pins etc. Keep RI database up to date
- Keeping our Rotary Club password information up to date