

Secretarial Role (May 2024)

Meeting Minutes and Responsibilities

1. Record the minutes of all General and Executive Meetings and circulate to executive and membership accordingly. Ensure that a report of all online survey voting is included.
2. Ensure that a copy of the minutes of the General Meetings is posted on the Rotary Club of Wiaraton website: Membership Corner
3. Manage Rotary Club of Wiaraton Emails on a regular basis. Ensure that Emails are forwarded to the Club President and Executive as required.
4. Keep the Rotary Club password information up-to-date and secure.
5. Update district club information (Rotary District 6330) when needed.
6. Email the Club Members regarding our General Meetings and request that they contact Club Administrator (Ron Balsdon) regarding their attendance at these meetings.
7. Gateway Gazette/Club Newsletter: Create and distribute a monthly Rotary Club of Wiaraton newsletter to members and contacts that includes report of recent meetings and upcoming events/important dates.