

*Speaking with One Voice,
Seeing with One Vision*

SECRETARY MANUAL



WELCOME

As a leader in your club, you will be called on to handle a variety of situations. As secretary, you serve as the administrative officer of your club and custodian of all club records. In this role, there are many duties related to the business operations of a Sertoma club. Your primary responsibility as club secretary is to accurately maintain your club's business records.

This manual is designed to assist you with the basics of this office. Utilizing this guide can help ensure a successful term as secretary, benefiting you, your club and the community you serve.

Remember that help is available! Your national Sertoma board and headquarters staff are always available to answer your questions and provide needed materials and information.

For Those Who Wish to Serve, There is Sertoma!

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THE ROLE OF SECRETARY

As the chief administrative officer of your club, it is essential that you become familiar with your governing documents. These documents should be current and accurate. If it is time to update your club's governing documents, contact Sertoma headquarters for the current board-approved samples and additional assistance.

Your primary duties as secretary include preparing an agenda for and keeping minutes of the club board of directors meeting, maintaining an accurate club roster, reporting all membership changes to Sertoma headquarters, and filing all required reports on time, including your club's annual activities report with Sertoma headquarters.

You are one of the lines of communication between the club, Region and Sertoma headquarters. As such, you are responsible for keeping club leaders and members informed of all things Sertoma.

It is also important that you attend Regional and National Sertoma conventions. These meetings offer a wealth of training opportunities and are great ways to share in Sertoma fellowship.

OFFICIAL RECORDS

It is important that the secretary become acquainted with all official club records. This includes:

- Club Charter Agreement, incorporation and governing documents. The secretary serves as the custodian of these files and may need to refer to them frequently.
- Club minutes, which provide a complete history of the club, especially with regard to actions taken at board and club meetings.
- The club roster, which is the official record of current club members. The club may request a roster from Sertoma headquarters at any time.

The club secretary should work with the treasurer to file any necessary annual registration forms. This is required by most states for non-profit corporations.

RECORDKEEPING SYSTEM

The secretary and treasurer (or secretary/treasurer) of a Sertoma club will find that the most important tool for conducting business is a good recordkeeping system. The club's permanent records should be kept current and complete, including copies of all club reports, communications and business dealings.

BOARD MEETINGS

The secretary, with input from other club officers (especially the president), should have an agenda prepared for each board meeting. An established agenda helps ensure that the meeting moves along smoothly and that no items of importance are overlooked.

The secretary is also required to keep accurate minutes of each board meeting. In the event that the secretary is absent, another member of the board should be designated to carry out this vital responsibility.

To assist with proper recordkeeping, any actions taken at board meetings should be in the form of a stated motion, which must be properly presented and seconded. It is essential that the minutes include appropriate references such as:

- The day, time and location of the meeting
- Attendance roster
- Record of reports received and actions taken
- Record of motions made, carried or lost
- Reference to any items referred to committee, deferred, etc.

Minutes should be sent to each member of the board of directors for review at least two weeks prior to the next meeting. Once approved by the board, these documents become permanent historical records, so it is essential that they are accurate and complete.

CLUB MEETINGS

The secretary's primary mission at club meetings is to serve as the president's right hand, helping to ensure that everything is ready for a productive and well-organized meeting. This includes preparing the agenda, taking attendance, keeping minutes and other important administrative duties.

In most cases, the club president follows a prepared agenda. The official agenda should be retained by the secretary after the meeting for recordkeeping purposes. Unless there is official business (motions made and voted upon), this agenda will typically suffice for club meeting records. Just be sure to record all attendance information on that same official agenda. Note: if any official club business is transacted, exact minutes must be kept and subsequently approved.

AWARD RECORDS

The secretary is required to maintain all appropriate records relating to individual and club awards, thus ensuring prompt recognition. A summary of all awards, required forms and deadlines is located on the Club Resources section of members.sertoma.org.

REPORTS & COMMUNICATIONS

REPORTS

Every Sertoma club is required to file various reports with headquarters throughout the year, and as secretary, much of this responsibility will fall on you. Forms can be downloaded and/or completed online through the Club Resources section of members.sertoma.org.

Membership Information Form (Form 115): This report must be submitted any time a member is added or deleted from the club or has a change of contact information. Clubs should plan to review these forms at least quarterly to ensure accurate dues billing.

Annual Activities Report (Form 116): This required report provides information on what Sertomans are doing in the name of service. The IRS requires this report in order for Sertoma and its clubs to maintain their 501(c)(3) status. It is also necessary to file this report on time to qualify for various awards. Deadline to submit the Annual Activities Report is November 15.

Club Officer Reporting Form (Form 130): This form must be submitted by April 10 each year as well as any time club officers, meeting time or meeting location change. This is the best way to ensure the correct club and officer information is on file at Sertoma headquarters.

FINANCIAL REPORTING

The treasurer is responsible for all club financial reporting. As secretary, you should ensure that you retain a copy of all official reports for the club's permanent files.

CLUB NEWSLETTER

The club newsletter is the most important tool for effective communication with club members. The secretary often works closely with the person who is designated as editor to make sure it is published regularly. In some cases, the secretary may even serve as editor.

Club officers, committee chairs and members depend on the secretary for information and guidance about club affairs. Thus, the secretary serves as a clearinghouse for all club activities. The newsletter mailing list should include all current members as well as the Regional Director, National President and Sertoma Headquarters.

Additional newsletter guidance may be found in the Sertoma Member Center under Club Resources – Public/Media Relations.

CLUB SUPPLIES

The secretary is the custodian of all official club supplies. This includes official club property – gongs, gavels, banners, membership bins and badges – as well as awards and guest speaker appreciation items. It is suggested that a reasonable inventory of items be maintained so that they will be available when necessary.

To order supplies from Sertoma, visit sertomastore.org or call (816) 333-8300.

RESOURCES

Secretary's Sample Calendar	
Year-Round Reminders	Notes
Assist president/board chair in preparation of agenda.	
Record minutes of board and other meetings.	
Prepare minutes of board meeting (advance copies to president and board chair; copies to all at next meeting).	
Prepare club bulletin and distribute to all members, or assist club bulletin editor (e.g., with minutes from meetings).	
Form 115: Member Information Form. As necessary, submit Add/Delete/Change member information.	
As Needed During Year	
Update club roster and distribute to members.	
Update club and individual awards progress chart.	
Update member activity records - new members sponsored, awards, service hours, etc.	
Review and update club governing documents.	
Obtain insurance certificate for club projects from Lockton Companies.	
Submit Form 130: Club Officer Reporting Form for any club leadership contact information change, or for change in meeting day/time/location.	
Before Your Year Begins	
Assist in annual club audit.	
Assist president and other officers/committee chairs.	
Help in preparation of operating and sponsorship budgets.	
Assist with preparation of club's goal sheet.	
Review and update membership records and personal data for roster.	
Review club policies.	
Review incorporation forms.	

Update Fidelity bond information.	
Update club information with Chamber of Commerce and local newspaper(s).	
Establish record-keeping system.	
Locate forms and resources on website.	
July	
Publish updated membership roster.	
Print/distribute appropriate section(s) of Sertoma resources from the website to officers and committee chairs.	
August through December	
Review club goals for the year.	
Assist with quarterly New Member Orientation.	
National dues invoices are payable upon receipt to Sertoma headquarters. Dues invoices are past due after 60 days.	
January/February	
Register and attend Annual Convention.	
Provide registration information/forms for Convention to other club members.	
March	
Help prepare for officer elections.	
April	
Attend Annual Sertoma Convention.	
Observe Sertoma's Anniversary – April 11, 1912 is the founding date. Celebrate by bringing in a new member!	
Help prepare for Better Hearing & Speech Month programs in May. Host a CELEBRATE SOUND event or distribute SAFE Ears materials for BH&SM.	
May	

Assist with transition meeting with next year's club officers.	
Provide secretary elect with information/documents for audit.	
Assist in submission of entry for Club Sertoman of the Year and Club Service to Mankind Awards; submit to Director elected by the region by July 1.	
June/July	
Assist with year-end progress/review meeting with the board of directors.	
Publish updated membership roster.	
NOTES	

SAMPLE CLUB MEETING AGENDA

My Sertoma Club
Jane Sertoman, President



Day of Week, Date, Year
Time _____ to _____

1. Call to Order by President
2. Pledge of Allegiance led by _____
3. Meal and Fellowship
4. Introduction of Guests by _____
5. Birthdays and Anniversaries
6. Brief Committee Reports
7. Sertoman of the Week
8. Special Announcements
9. Introduction of Guest Speaker by _____
10. Guest Speaker _____
11. Question and Answer Period
12. Appreciation to Guest Speaker
13. Sergeant-at-Arms Report
15. Adjournment

SAMPLE BOARD MEETING AGENDA

My Sertoma Club
John Sertoman, Chair
Day of Week, Date, Year

1. Call to Order
3. Roll Call
4. President's Remarks
5. Secretary's Report
 - A. Minutes of September Board Meeting
Board Action: _____
 - B. Communications
6. Treasurer's Report
 - A. Financial Statements
Board Action: _____
 - B. Accounts Receivable - Dues
Board Action: _____
 - C. Accounts Payable
Board Action: _____
7. Unfinished Business
 - A. Committee Report
 - B. Club Social
8. New Business
 - A. Awards
 - B. Sponsorship Request
 - C. Membership Drive
9. Adjournment