



CLUB SECRETARY'S MANUAL

Discussion Questions for the District Assembly

What other duties does your club assign to the secretary?

How can you prepare for your year as club secretary?

How will you work with the club president?

How can you support your club's committees?

What procedures does your club have in place for club administration?

What is one annual goal you will work toward in the coming year? How does this support your club's long-range goals?