



## **Discussion Questions for the District Assembly**

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Complete the following discussion questions using this manual to prepare for the facilitated discussions you will participate in at the district assembly. Advance study of the *Club Secretary's Manual* (229-EN) and thought regarding these questions will help prepare you for your training.

### **Roles and Responsibilities**

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1. If you've served as a club secretary before, what were your greatest challenges? What did you learn?
2. What are the duties of a club secretary?
3. What club business can the secretary perform using Member Access?
4. What can you do to support committees?
5. Which administrative duties related to membership include the club secretary? Service projects? The Rotary Foundation? Developing Rotary leaders?
6. How should you prepare for your year as club secretary?

7. What should you do as soon as you take office?
  
8. How will you work with the club president?
  
9. Which reports is the club secretary responsible for?
  
10. What is the secretary's annual report?
  
11. What publications or printed materials will be essential resources during your year as club secretary?
  
12. Near the end of the year, what actions should you take to ensure a smooth transfer of responsibility to the incoming club secretary?

### **Working with Your Team**

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1. How can you communicate effectively with committee chairs? Other club members? The club president and board?

2. Who is available at the club level to assist you and other club leaders?

3. Who is available at the district level to support club plans?

### **Goals**

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1. What goals will your club pursue?

2. What strategies will your club use to achieve those goals?