

Club Secretary

Advisor- 6 of 7 must be met

- Took all minutes at club meetings
- Took all minutes at officer meetings
- Sent all minutes to advisor and fellow club officers
- Kept track of service hours
- Kept a club member roster
- Completed 5 service hours each month
- Communicated with advisor and fellow club officers

Lieutenant Governor- 5 of the 8 must be met

- Attended at least 1 Divisional Council Meeting
- Attended Divisional Officer Training
- Attended District Convention
- Attended Fall Rally
- Sent in all Monthly Reports by the 5th of each month
- Officer Information Report was submitted (Sept. 30)
- Contacted Lieutenant Governor once a month
- Other notable comments (a written submission of your accomplishments throughout the year)