

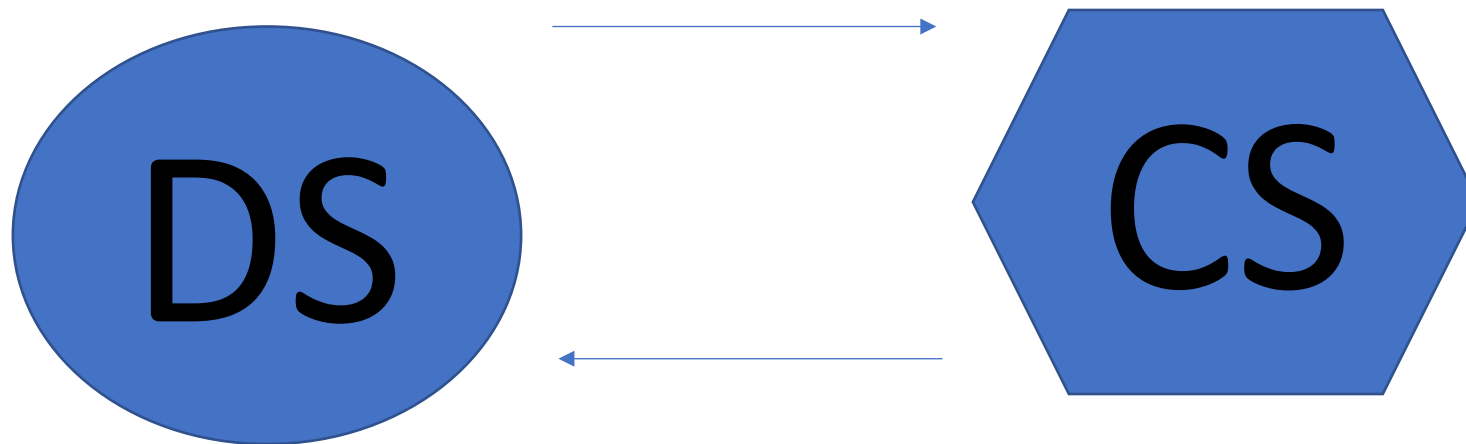


SECRETARY

The heart and soul of the club
The President's "Person"
THE LIFE LINE OF THE CLUB

HOW WILL THIS HELP YOU?

- This training is intended to assist you in your role by providing:
- A guide to your roles and responsibilities as a Club Secretary.
- A guide to assist the District Secretary in her role.



SECRETARY



- the word ‘SECRETARY’ denotes –
- S= Sincere, Smart
- E=Efficient, Eager
- C=Calm, Composed, Confident and Communicative
- R=Resourceful ,Effective, Energetic
- T=Tactful, Tolerant
- A=Active
- R=Ready to Help
- Yours Truly

DS's DIARY

• JULY

- TO COMPILE THE CLUB EXCO
- (form B & form C)
- TO SEND LETTERS TO CLUBS REGARDING DC'S VISIT
- DISTRIBUTE DC'S MESSAGE TO THE CLUBS
- TO HELP WITH COLLECTION OF CAPITATION FEES



FORMS B AND C

- FORM B
- IT'S A FORM USED TO FILL UP DETAILS OF YOUR EXCO MEMBERS.
- ITS DONE TWICE IN A TERM
- IN JULY (U GIVE THE LIST OF THE CURRENT EXCO)
- IN DECEMBER (U GIVE THE LIST OF THE INCOMING EXCO)
- FORM C
- A FORM TO FILL UP DETAILS OF THE DELEGATES
- ALSO JULY & DECEMBER

DS'S DIARY



•AUGUST

- NOMINATION & CONSENT FORM FOR NATIONAL REP & DEPUTY
- (form E & F)
- NOMINATION FORMS FOR IIW BOARD DIRECTOR (form H)
- UPDATE PAST DISTRICT EXCO (to be sent with the above)
- d/l 31/10
- Nomination forms sent to delegates only- stress importance of delegates

FORMS E, F & H

- FORM E
- IT CAN BE PROPOSED BY THE VERY CLUB THE CANDIDATE BELONGS TO OR ANY OTHER CLUB
- ITS RETURNED TO THE CURRENT NAT REP BEFORE 31/10
- PROOF OF POSTING IS NO PROOF OF RECEIPT, THEREFORE- USE MORE CURRENT METHODS
- ACCEPTABLE METHOD: 1) EMAIL 2) FOLLOW WITH SNAIL MAIL
- WHATSAP ? IS IT AN ACCEPTABLE METHOD? NO

FORMS E, F & H

- FORM F
- THIS FORM HAS TO BE FILLED UP WITH ALL THE DETAILS OF THE NATIONAL REP OR DEPUTY NATIONAL REP WHOM YOU HAVE NOMINATED
- (MOST OF THE TIME IT IS FILLED UP BY THE CANDIDATE HERSELF TO ENSURE ACCURACY OF INFORMATION)
- OR U MAY GET THE INFORMATION FROM THE CANDIDATE AND FILL IT UP YOURSELF (NOTICE THERE IS NO SIGNATURE)

FORMS E, F & H

- FORM H
- THIS FORM WILL BE FILLED UP BY THE CANDIDATE
- IIW SENDS THIS FORM OUT TO ALL CLUBS
- (IMPORTANT TO REGISTER YOUR CLUB WITH IIW SO THAT THEY CAN SEND YOU THESE FORMS)/OR YOU CAN DOWNLOAD THE FORMS FROM THE OFFICIAL WEBSITE
- THE CANDIDATE IS NOMINATED BY THE DISTRICT COMMITTEE
- WILL FILL UP HER DETAILS AND SEND IT OUT TO CURRENT NR THROUGH COURIER.
- DATELINE IS 15/2

DS's DIARY



• NOVEMBER

- Send nomination papers for District Officers (form D -d/l 31/1)
- Ask if there are any resolutions to be tabled (d/l 31/1)
- Proposer/seconder (not from same club)
- Confidentiality (p&c)



FORM D

- THIS IS THE FORM TO NOMINATE CANDIDATES FOR DISTRICT POSITIONS
- The details should be per IC
- Should be signed by the proposer & seconder
- Proposer & seconder should not be from the same club
- And the dateline- very very very important- should reach the Dist Secretary by 31/1
- Nomination is p & c

DS's Diary



• DECEMBER

- REMIND ALL CLUBS TO HAVE THEIR ELECTIONS BEFORE AGM
- SEND FORM B AND FORM C TO ALL CLUBS (EXCO & DELEGATES) D/L 28/2
- REMIND PRESIDENTS TO BRING BANNERS/REGALIA

FORMS B & C

- FORM B
- IT'S A FORM USED TO FILL UP DETAILS OF YOUR EXCO MEMBERS.
- ITS DONE TWICE IN A TERM
- IN JULY (U GIVE THE LIST OF THE CURRENT EXCO)
- IN DECEMBER (U GIVE THE LIST OF THE INCOMING EXCO)
- FORM C
- A FORM TO FILL UP DETAILS OF THE DELEGATES
- ALSO JULY & DECEMBER

DS's DIARY



• JANUARY

- REQUEST FOR CLUB REPORT – 1 A4 SIZE SHEET. d/I 31/1
- INFORM ALL CLUBS RE: NOMINATIONS RECEIVED FOR DISTRICT POSTS
- RESOLUTIONS IF ANY



DS'S DIARY

- **FEBRUARY**

- PREPARATIONS FOR DISTRICT AGM



IW DISTRICT 330 2018/19



WE R HERE FOR YOU



LETS HELP EACH OTHER



REAL QUEENS
FIX EACH OTHER'S
CROWNS.



