

Statistical Secretary Guide

Statistical Secretary Responsibilities

Just like any other officer for any other club the Statistical Secretary has duties that must be fulfilled. They are the following:

- Attend all club board meetings
- Ensure all club report forms are submitted on time
- Attend Regional Training Conference (RTC) during term in office or receive sufficient training from the Lt. Governor
- Attend a majority of regular club meetings
- Ensure annual Club Achievement Report is submitted

Reasons to submit club monthly reports reports:

A lot of times, club officers, and/or advisors wonder why they have to submit reports. Some people think it is a waste of time or not that important, but in the long run, they are quite the opposite of that belief.

- The reason there is a District board, is for those board members to help and support the clubs in the District. By utilizing the club monthly reports, the District board is able to easily see how each and every club is performing. If a club is not doing so well, then each District Executive office could then be informed and help that club.
- With the District's help, a club can receive answers to almost any question—that is why we are here!
- Another benefit for your club is to track your club's progress. Through the grade sheets, clubs can see where they need to improve and also can gain insight from the District Statistical Secretary.