

Club Secretary

Training Materials 2012+



Position Description

The office of *secretary* is one of the most demanding in the organization and a good secretary is essential to the proper functioning of any Key Club. The secretary is responsible for monthly reporting, taking minutes, keeping records and maintaining all important files for the club.

Duties and Responsibilities: Records

As secretary you are responsible for your club's records. It is imperative you are prompt, organized, and efficient, which means that the club's records must be kept up to date and orderly. The secretary's Key Club record file should include the following:

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Key Club Timeline
- Minutes of all club meetings (regular and board)
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past and current monthly reports
- Copies of the club's current and past annual dues submissions
- Club roster having the following information for each member:
 - Member's full name, home address, phone, and email address
 - Date of birth
 - Date of joining Key Club
 - Committee assignments and office held in Key Club
 - Chief interest in Key Club work and chief interest in sports and hobbies
- Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications
- Complete set of printed material and Key Club literature

The items listed above are those normally found in well organized and updated Key Club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or call the appropriate source for copies.

- The secretary should record the following about each regular Key Club meeting:
 - Number of members present
 - Names of those absent
 - List of guests attending
 - Presiding officer
 - Speaker and subject
 - Dues collected from whom (if applicable)
 - Committee reports (written and oral)
 - Announcements
 - Any motions or decisions acted upon by the membership
- Keep minutes of all meetings of the board of directors. Help the president prepare an agenda for each of these.
- Handle all club correspondence, and especially give prompt attention to communications from the district and Key Club International offices.
- Maintain official club records.
- Send district convention and or Key Club International convention fees to appropriate address.
- Collect reports from committee chairs.
- Send names, addresses, and phone number of newly elected officers to the district secretary, your lieutenant governor, and the district administrator.
- See that news items concerning your club are sent to the district at service@nydkc.org.

Club Secretary's Checklist

Weekly-Biweekly Duties

- Attend all weekly Key Club meetings and Board meetings.
- Assist the president in preparing a tentative agenda for these meetings.
- Produce the official minutes of all meetings for submission to the Board for approval.
- Keep a sign-in sheet at all meetings and events.
- Keep track of all members' attendance, hours, and or points.

Monthly Duties

- Collect the monthly committee reports from the committee chairpersons.
- Submit the Monthly Report Form (MRF) to the District Secretary by the 7th of each month. This form can be found on the district website at nydkc.org. This report lists all the projects done and meetings held over the past month. You can submit this form via online submission, PDF email submission, and or PDF postal submission.
 - If you submit your MRF via online submission you will receive a confirmation receipt immediately after your report has been received. Please keep a copy of all your MRFs for the entire school year.
 - When listing the total hours for a project, add up the number of hours served by each individual.
- Make sure that there are members in charge of documenting each project by taking pictures and writing articles about it. See that they are submitted to the District's Service Spotlight via the form available on the district website at nydkc.org or via email at service@nydkc.org

Annual Duties

- Mail the Election Report Form (ERF) to the District Secretary, District Administrator, and your Lieutenant Governor.
 - This form asks you to compile a list of all the contact information of your club's new officers and advisor.
 - This should be completed as soon as you come into office as secretary.
 - The form is available via PDF form and online submission on the district website, nydkc.org
 - This form should be submitted before district convention.
- Inventory all Key Club property. Submit a copy of this inventory to the president and advisors.
- Make a Key Club file with reports, bulletins, and manuals (items that should be in this file are listed on the first page)
- With your club president, help choose the convention delegates, candidates, and award contestants and help them acquire the necessary materials.
- Create a Distinguished Key Clubber Award Guide for your members with a list of all the events and their service categories at least 3 weeks before the award submission deadline.
- Create a club service project roster with the service projects, number of volunteers, date of event, hours served, and brief description as part of your Key Club records.
- Work with the president in completing the Annual Achievement and Single Service Reports for your Key Club.
- Collect members' contact information and produce a club membership directory.
- Assist the secretary-elect and pass on all Key Club materials to him / her after your term of office.

General Paperwork Overview

You are responsible for two main reports in your term as secretary: the Election Report Form (ERF) and the Monthly Report Form (MRF). You are also responsible for record keeping: mainly speaking minutes and rosters. The following page(s) will guide you through the basic steps in completing your paperwork.

Monthly Report Form Submission

I. Online Submission

1. Go to the district website, nydkc.org.
2. Click on the **Resources / Paperwork** tab on the top navigation bar.



3. Click **Club Resources**.



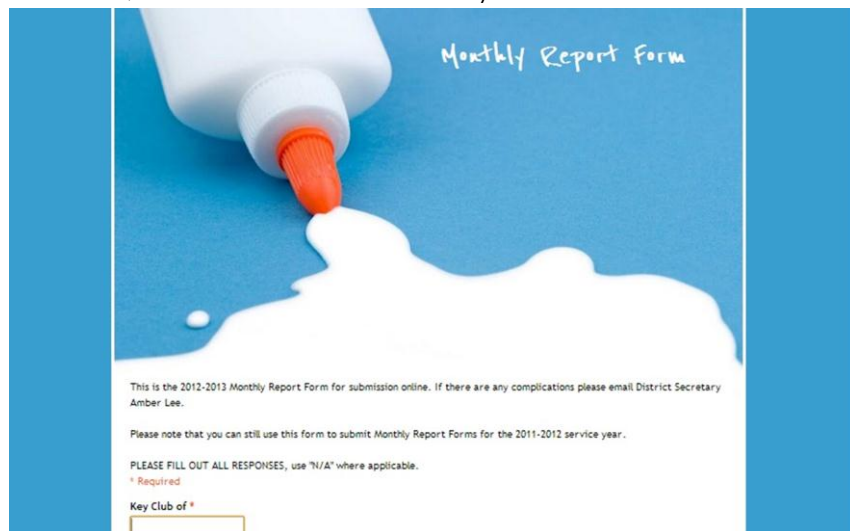
4. Click **Report Forms**.



5. Click on **Monthly Report Form – Online Submission**.



6. Follow the directions on the form and click submit when you are finished. Double-check that the email you entered is correct; a confirmation email with your submissions will be sent to that email automatically.



Most secretaries prefer to submit their Monthly Report Form via online submission due to its convenience and eco-friendliness. You can utilize the Monthly Report Form PDF, which you can fill out, save, and email or mail.



Creating Weekly Meeting Agendas


Each week prior to the weekly meetings, you must work with the president to create a tentative meeting agenda. (It's tentative because if during the meeting, someone wishes to add additional things to talk about he she may make a motion to do so.)

When you, the president, and the advisor are content with the agenda, you may either 1) bring printed copies for all Key Clubbers at the meeting, 2) put the agenda on an overhead, or 3) have copies available on the club website prior to the meeting.

Here is a sample weekly meeting agenda:

Note that your agenda does not have to follow this formatting. The sample is meant to serve as a reference.

New York High School
Key Club International



Friday, 31 February 2050
Auditorium

- Key Club Pledge
- Pledge of Allegiance
- Invocation
- Program Agenda
- Introduction of Guests and New Members
- Announcements
- New Projects
- News About Members
- Committee Chair Reports
- Club Achievements
- Local Publicity
- Upcoming Events
- Fall Rally
- Birthdays
- Perfect Attendance
- Member of the Month
- Closing Comments
- Adjournment
- Refreshments


Creating Board Meeting Agendas

Board meeting agendas are very similar to weekly meeting agendas. Be sure to discuss the contents of this agenda with the president and the advisor as well.

Here's a sample board meeting agenda:

Note that your agenda does not have to follow this formatting. The sample is meant to serve as a reference.

New York High School
Key Club International



Wednesday, 29 February 2050
Room C-376

- Call to Order
- Key Club Pledge
- Roll Call
- Club Secretary's Report
- Minutes
- Monthly Report Form
- Correspondences
- Treasurer's Report
- Committee Reports
- Unfinished Business (Prepare list in advance)
- New Business
- Club Evaluations (Discussion, Suggestions for positive adjustments)
- Club Meetings Fundraising
- Committee Functioning
- Inter-Club Relations
- Kiwanis Family Relations
- Public Relations
- Retirement Dinner and Award Ceremony
- Division Business
- District Business
- International Business
- Adjournment

Creating Meeting Minutes

Minutes provide an accurate record of all material that was discussed and voted upon at each meeting. You should take detailed minutes and put these in your Key Club's permanent records. Have a copy available on your club website so members not in attendance will know what was discussed during the meetings. The minutes should include:

- Name of your club
- Type of meeting
- Location of meeting
- Date of meeting
- Time meeting began and ended
- Name and title of presiding officer
- All major motions and votes
- Speakers on various topics
- Names of guests and members present
- Your name and signature at the end

Here is a sample of the minutes:

Note that your minutes do not have to follow this formatting. The sample is meant to serve as a reference.

Service and Membership Rosters

Rosters are an extremely important part of a club's records in that they allow for frequent referencing when necessary. These rosters should be well organized to maximize the ease of obtaining needed information.

Your service project roster should include the following:

- Name of project
- Service Category
- Date or Month of Project
- Number of Volunteers Attended
- Number of Service Hours
- Brief Description of Event

Please refer to page 1 of this packet for information the membership roster should include.

	Initial Database	No. Volunteers	No. Hours	Month	Event Description
Project X	Local Causes	14	131	April	We helped clean our local park and repainted the benches for Project X.
Project Y	Governor's Project	29	322	September	We visited a senior center in Maspeth and read newspapers to the elderly.
Project Z	Major Emphasis	18	184	March	We tutored children in fundamental mathematics at the Williamsburg Library.
Project X	Local Causes	45	324	April	We helped clean our local park and repainted the benches for Project X.
Project Y	Governor's Project	23	234	September	We visited a senior center in Maspeth and read newspapers to the elderly.
Project Z	Major Emphasis	8	32	March	We tutored children in fundamental mathematics at the Williamsburg Library.
Project X	Local Causes	34	345	April	We helped clean our local park and repainted the benches for Project X.
Project Y	Governor's Project	32	154	September	We visited a senior center in Maspeth and read newspapers to the elderly.
Project Z	Major Emphasis	12	56	March	We tutored children in fundamental mathematics at the Williamsburg Library.
Project X	Local Causes	123	567	April	We helped clean our local park and repainted the benches for Project X.
Project Y	Governor's Project	2	14	September	We visited a senior center in Maspeth and read newspapers to the elderly.
Project Z	Major Emphasis	10	120	March	We tutored children in fundamental mathematics at the Williamsburg Library.
Project X	Local Causes	32	240	April	We helped clean our local park and repainted the benches for Project X.
Project Y	Governor's Project	45	530	September	We visited a senior center in Maspeth and read newspapers to the elderly.
Project Z	Major Emphasis	35	420	March	We tutored children in fundamental mathematics at the Williamsburg Library.
Project X	Local Causes	23	84	April	We helped clean our local park and repainted the benches for Project X.
Project Y	Governor's Project	43	322	September	We visited a senior center in Maspeth and read newspapers to the elderly.
Project Z	Major Emphasis	9	81	March	We tutored children in fundamental mathematics at the Williamsburg Library.
Project X	Local Causes	3	15	April	We helped clean our local park and repainted the benches for Project X.
Project Y	Governor's Project	23	46	September	We visited a senior center in Maspeth and read newspapers to the elderly.
Project Z	Major Emphasis	32	64	March	We tutored children in fundamental mathematics at the Williamsburg Library.

New York High School Key Club International



Friday, 31 February 2050
Auditorium

I. Meeting was called to order at 2:30PM by President Susan Rouse, presiding officer.

II. Roll Call

A. Eighty out of ninety-five members were present. Those absent are: (list the names here).

B. All officers were present: (list names)

C. Faculty Advisor Jackie Xu and Kiwanis Advisor Bonnie Lee were present

D. The following guests were present and introduced: (list names)

III. New Members

A. (List names of newly inducted Key Club members)

IV. Projects

A. Trick or Treat for UNICEF: (write down everything discussed about this)

B. Homecoming Dance

i. Motion made by Member Harry Potter and seconded by Member Winnie Pooh to donate fundraised money to The American Cancer Society, fails by a vote of 30 to 45, with 5 abstaining

ii. Motion made by Member Clarke Kent and seconded by Member Jack O'Lantern to donate fundraised money to The Eliminate Project, passes with a vote of 65 to 12, with 3 abstaining

V. Committee Chair's Report (write down all that was discussed)

VI. Advisor's Remarks

VII. Motion to adjourn made by Member Peter Parker and entertained by President Susan Rouse

VIII. Meeting adjourned by President Susan Rouse at 3:00PM

Points System

As a way to keep track of the achievements of your members, many clubs choose to do a point system. When done well, this system will ensure the maximum participation from each of your members. This is also a great incentives program, and members should be awarded and recognized for outstanding achievement in service. While the points system is not required, it may come in handy for your club.

Here's a sample point system:

Note that your point system does not have to follow this formatting. The sample is meant to serve as a reference.

Points are gained for:

1. Projects = 60 points / 1 hour; 1 point / minute
2. Attendance at Club Meetings: 20 points per meeting
3. Attendance at Board Meetings: 25 points per meeting
4. Attendance at Divisional Meetings: 25 points per meeting
5. Attendance at District Convention: 250 points
6. Attendance at International Convention: 500 points
7. Project Chairperson: 10 points / project

Minimum Point Requirements

1. 1,500 Points: 25 hours of service (New Memb.)
2. 3,000 Points: 50 hours of service (Old Memb.)
3. Attendance at half of total club meetings

Points can be lost for:

1. Signing up for a Project and not Attending: 20 points
2. Signing up for Project Chairperson and not Attending: 60 points
3. Disruption of Meetings / Misconduct: 20 points
4. Absence from Meetings: 10 points per meeting, 5 additional points per consecutive meeting

Additional Resources

- Key Club International Resources: <http://keyclub.org/fad.aspx>
- Key Club International Club Level Leadership: <http://keyclub.org/Leadership/ls/cl.aspx>
- Key Club International Guidebook: <http://slp.kiwanis.org/KeyClubNew/Leadership/gov/guidebook.aspx>
- New York District Resources: http://nydkc.org/resources-paperwork/cat_view/49-club-resources/73-training-materials
- New York District Paperwork: http://nydkc.org/resources-paperwork/cat_view/49-club-resources/74-report-forms
- New York District Bylaws: http://nydkc.org/resources-paperwork/doc_view/35-district-bylaws?tmpl=component&format=raw
- New York District Board Contact Information: <http://nydkc.org/board/contacts>

This club secretary training packet has been adjusted for use by the New York District of Key Club International and should not be used by Key Clubs outside of the New York District as a primary resource. This series of training materials is now part of the *New York District Forever Resources* collection.
Last updated September 2012. Last revised by Governor Daniel Ivan Lin. © 2012.



Kiwanis
Service Leadership Programs



www.keyclub.org | www.nydkc.org

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 · 317.875.8755 · US AND CANADA · 800-KIWANIS