

Club Secretary Training Manual

Congratulations! You have accepted the wonderful position of club secretary. Are you ready for a great year, filled with hard work, service opportunities, club improvement, and lots of fun?! Throughout this year, please always remember that each of you has a commitment to Key Club. Your club needs you! Our district does not exist without the Key Clubs in it, and each Key Club cannot function without a secretary.

Your position requires organization and communication - communication with your fellow officers and with your fellow club members. You will be responsible for board/officer meeting minutes, rosters, and newsletters. It is also a great idea to keep detailed records of your club's paperwork throughout the year. Remember to consistently keep your club up-to-date! Work with other officers and clubs in your area. Never hesitate to ask questions and use the resources around you. Your club's success is going to deal largely with the amount of effort you put into your position this year.

Paperwork is important! As secretary, you keep track of all the records, files, and details that are important for the smooth operation of a club; therefore you should be prompt, neat, and efficient because, after all, your position is one of the most demanding!

More questions? Need advice? Let me know!

Serving with care,

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2009-2010 District Secretary

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Duties and Responsibilities

Getting Started

- Create an e-mail account that you will check frequently. Look out for updates from your Lieutenant Governor and other District Board members.
- Create and maintain a club directory/roster including the following for each member:
 - Full name, home address, and e-mail address
 - Telephone number
 - Record of Facebook/Myspace/Twitter account
 - Offices held in Key Club
 - Chief interest in Key Club work
- Fill out and submit a club officer/faculty advisor roster.
 - Visit www.ikeyclub.org
 - Click “E-forms”
 - Click either “Club Roster (Electronic)” or “Roster (PDF)”
 - Fill out all the required information. Please do not leave anything blank!
 - Click “Submit” or send to your District Secretary
- Get a binder! Use something – a binder, expandable folder, or filing cabinet – to keep all records, files, and other details organized. The investment is worth it!

Each Key Club Meeting

- Present the Secretary Report. Keep your club updated! Hand out the club roster, the latest board/officer meeting minutes, the latest district publication – The Iolian – or any other necessary items.

Duties and Responsibilities

- Take minutes, either hand-written or typed. Include the following:
 - Date, time, and location!
 - Number of members present
 - Names of those absent
 - List of guests attending and/or speaking (name and who the person is/which organization he or she represents; include whether or not the person is a member of the Kiwanis Family)
 - Presiding officer
 - Special topics discussed
 - Any motions or decisions acted upon by the membership
 - Committee reports (if applicable)
 - Announcements

Every Month

- Update the club roster. Add any new members, and delete any members who have not met the required responsibilities of a Key Club member.
- Be sure you are receiving a District Mailing newsletter from your District Secretary. Read it! Ask questions!
- Depending on the operation of your home club, please also perform any and all other required duties – as a secretary and a club member.
- Volunteer. 😊

Going Above and Beyond

- Maintain service hour/point records for each member

Duties and Responsibilities

- Prepare and submit article to our district publication – The Iolian
- Prepare and submit an application for Distinguished Club Secretary (located in the Awards Booklet)
- Attend Regional Training Conferences
- Attend all Divisional Council Meetings hosted by your Lieutenant Governor
- Attend District Convention
- Train the next club secretary! Keep your hard work alive in the years to come.

Resources to Assist You With Duties and Responsibilities

- The Illinois-Eastern Iowa District website! Visit www.ikeyclub.org. Check out club websites, Regional Training Conference information, District Convention updates, and so much more. This website is also where you will submit your club's roster.
- The Key Club International website! Visit www.keyclub.org. Check out club secretary manuals, UNICEF updates, March of Dimes information, Children's Miracle Network updates, new pictures from district across the globe, and so much more.
- The District Guide! Each club receives the District Guide C.D., intended to assist club officers and advisors. Look for the Club Directory, List of Acronyms, Awards Booklet, officer training manuals, and so much more.
- The District Board! Talk to your Lieutenant Governor and Executive Board members (Governor, Secretary, Statistical Secretary, Treasurer Editor).

Organization

It is your responsibility as the club secretary to maintain all Key Club records. Please keep up-to-date files, and always ask for help if you are missing anything or if you are ever confused.

- ❖ Always include the following in your files:
 - Club Bylaws
 - Key Club Guidebook
 - District Constitution and Bylaws
 - Minutes of all club meetings – general and board/officer meetings
 - List of committee chairs and members within each committee (if applicable)
 - Committee reports
 - General club membership roster
 - Officer/Advisor roster
 - Copies of present and past district publications - The Iolian
 - Any other information specific to your club

- ❖ Use a binder, expandable folder, or filing cabinet to stay organized. Separate your files any way you want! You could separate papers by month, keeping sub-dividers for newsletters, reports, etc. within each month. You could also separate papers by category, keeping rosters in one section, newsletters in another, reports in another, Illinois-Eastern Iowa District files in another, etc. Organizing is all about keeping it simple!

- ❖ Missing something from your files? Check out your resources! Use the I-I District website, Key Club International website, District Guide, and board members.

- ❖ Ask your advisor about any information sent from the District Board – sent over the advisor e-mail reflector and/or sent via “snail mail.”

Rosters

General Membership Roster

- Keep track of all club members. Create a directory that contains each member's...
 - Full name, home address, and e-mail address
 - Telephone number
 - Record of Facebook/Myspace/Twitter account
 - Offices held in Key Club
 - Chief interest in Key Club work

- Make sure this directory is available to everyone! Do not put anyone's direct contact information on a website – keep it private – but please inform your club of this directory. Let the members know that it is available if needed! In the mean time, this roster can assist you when contacting members about service hours, membership dues, or duties as a club member.

Officer / Advisor Roster

- Please submit a roster to your District Secretary.

- Be aware of the Rosters In On Time (R.I.O.T.) award deadline. If you submit your roster, that contains club officer and advisor contact information, before the award deadline, your club can receive this award. It is very satisfying to hear your club's name announced at District Convention in front of hundreds of people! ☺

- Fill out the entire form, including home address, telephone number, and e-mail address!

Minutes

What Are They?

- Meeting minutes are a short and concise record of what happened at the meeting, whether it be a board/officer meeting or a general Key Club meeting.
- They are a lot like taking notes in class!

Where Do I Start?

- Pay attention! Be aware! Ask questions if needed! If you need something clarified, please do not hesitate to ask the presenter to be more clear.
- Don't forget to...
 - Add the time, date, and location.
 - Record the number of members present.
 - Specify whether or not any guests – Kiwanians, guest speakers, advisors – were present.
 - Record the subject of the meeting or guest presentation (if applicable).
 - Include committee reports (if your club has a committee system).
 - Record announcements, motions, and decisions made by the general membership.
 - Include the actions to be taken!

Other Advantages

- The meeting minutes can be used to look back on what was discussed during a meeting and what actions were taken.
- It is important to take minutes at each meeting as a record for your Key Club files and as a requirement for the Distinguished Club Secretary award. 😊