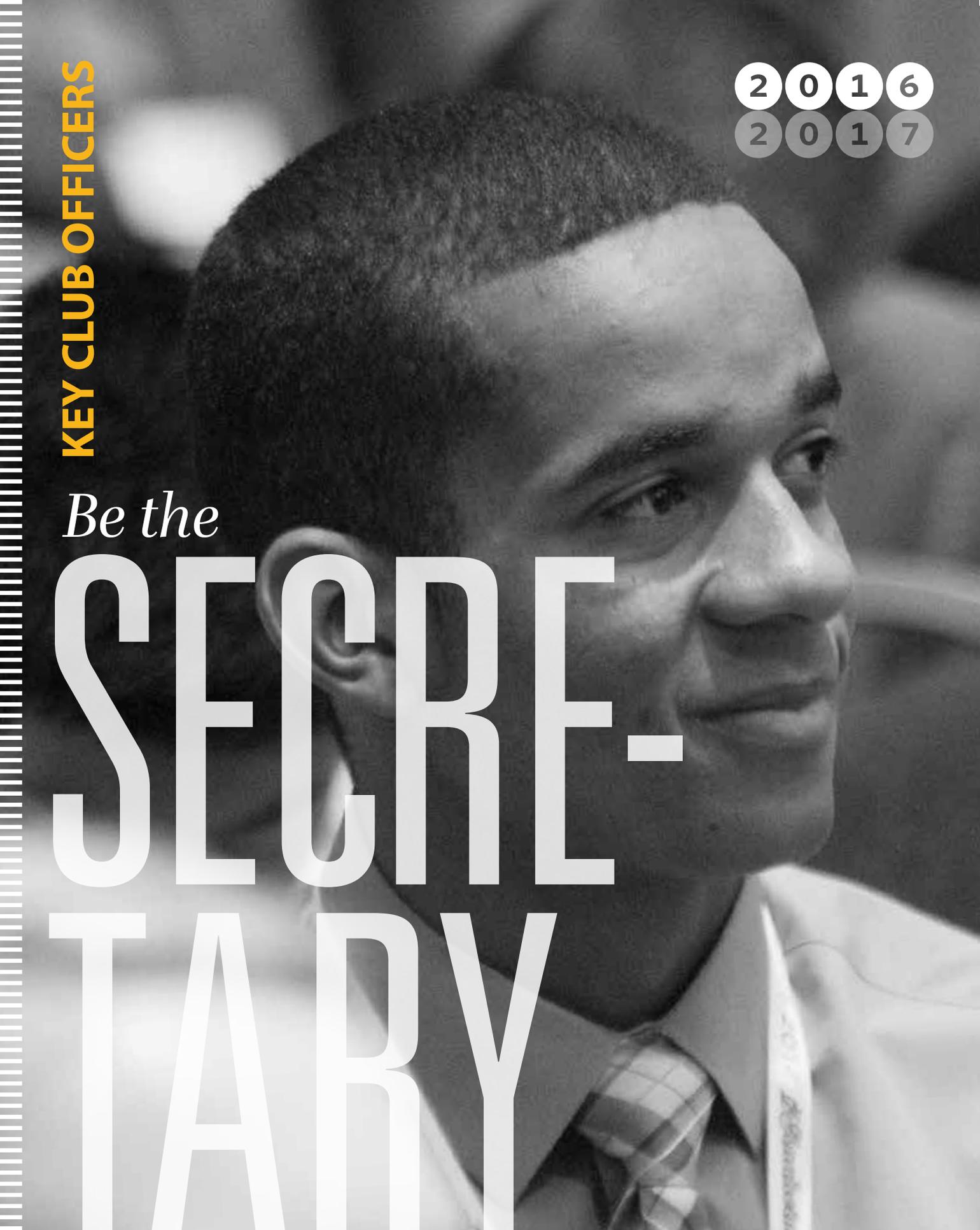


KEY CLUB OFFICERS

2016
2017

Be the

SECRETARY



2 0 1 6

April

2 Kiwanis One Day

May

2–6 Eliminate Week

July

6–10 Key Club International convention

September

1 Magazine mailed to clubs
15 Fall mailing sent to clubs
24 Nickelodeon's Worldwide Day of Play

October

1–31 Trick-or-Treat for UNICEF
15 Youth Opportunities Fund grant application deadline

November

1 Early bird deadline for dues
1–30 Kiwanis Family Month
7–11 Key Club Week

December

1 Final deadline for dues
31 Trick-or-Treat for UNICEF donations due in order to receive recognition

2 0 1 7

January

7 Key of Honor nominations due

February

1 Unpaid clubs become suspended
1–28 Officer elections
1–28 Submit annual achievement report before your district convention. (keyclub.org/districtconventions)

March

15 Officer training mailing sent out to clubs

Key Club important dates



Be the Secretary

Congrats on being elected club secretary. You're going to be awesome. This guide is full of tools and information to assist you throughout the next year, but the best advice we have is to believe in yourself. You were elected to this role because your club believes in you, and you should believe in yourself, too. You may feel some pressure to step into the shoes of last year's leader; it's only natural. But don't lose sight of your own gifts and skills. Be your best you and serve your club by serving others first. Good luck!

Official duties

Your Key Club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

Establish or maintain organization systems for club records.

Keep updated copies of:

- a) Club bylaws
- b) District bylaws and constitution
- c) Key Club International Guidebook

Record minutes of all club meetings—regular and board meetings.

File monthly reports and annual achievement reports.

Archive copies of current and past dues submission, current and past Key Club magazine and any copies of district publications.

Share and promote district and international publications and resources.

Document attendance of members and guests at meetings and projects.

Develop and maintain club roster and member information including:

- a) Member's full name, home address, phone, and email address
- b) Date of birth
- c) Date of joining Key Club
- d) Committee assignments and offices held in Key Club
- e) Chief interest in Key Club work and sports and hobbies
- f) Graduation year

Checklists



weekly

- ATTEND CLUB AND BOARD MEETINGS.

- ATTEND KIWANIS CLUB MEETINGS.

- RECORD MINUTES DURING CLUB AND BOARD MEETINGS.

- ATTEND CLUB EVENTS (CLUB FAIRS, SERVICE EVENTS, FUNDRAISERS, SOCIALS, ETC.).

- PROVIDE EVENT SIGN-UP SHEETS.

- ATTEND DIVISION EVENTS (SERVICE EVENTS, FUNDRAISERS, ETC.).

- COMMUNICATE WITH MEMBERS, OFFICERS, ADVISORS, AND LIEUTENANT GOVERNOR.

- UPDATE AND ORGANIZE FILES AND RECORDS.

- KEEP TRACK OF MEMBERS' SERVICE HOURS AND ATTENDANCE AT MEETINGS.

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NOTE TO SELF

monthly

- ATTEND ANY DIVISION TRAININGS OR EVENTS.

- COMPLETE SUBMIT THE CLUB MONTHLY REPORT FORM OR OTHER DISTRICT LEVEL REPORT.

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NOTE TO SELF

annual

- WORK WITH THE CLUB BOARD TO CREATE GOALS FOR THE YEAR.

- ATTEND DISTRICT TRAINING CONFERENCES, DISTRICT CONVENTION AND OTHER EVENTS.

- COMPLETE AND SUBMIT THE ANNUAL ACHIEVEMENT REPORT AND OTHER DISTRICT LEVEL REPORTS.

- SUBMIT THE 2015-16 ELECTION RESULTS AT THE END OF YOUR TERM.

- ASSIST THE INCOMING CLUB SECRETARY FOR THE 2015-16 TERM.

- ASSIST WITH UPDATING CLUB MEMBERSHIP RECORDS IN THE MUC.

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NOTE TO SELF

Be the Organizer

Why did people think the secretary position would be a good opportunity for you? Probably because they noticed how organized you are. That's one of the major challenges of being the club secretary: there is much to be filed, recorded, monitored and tracked. Here are some tips to keep your organization process on track.

- **Know what works.** Set up time to talk to the outgoing secretary. What systems are in place for your club? And what about district resources? Ask your lieutenant governor. Your advisor may also have some suggestions!
- **Have realistic expectations.** When you are creating organizational systems for the year, make sure they will work for you, are efficient for the club and are able to be maintained consistently. You will save yourself from stress if you start out using systems you can manage.
- **Make time.** Schedule a weekly time to organize and update your files and reports. It's like a regular appointment with yourself—ensuring you always have a time for your duties.
- **Keep track.** Checklists and calendars can be a great way to stay on top of everything. You can even download apps for your phone; some can be shared among groups to keep fellow members aware of deadlines.
- **Find a space.** Find a designated space for digital and hard copy material. You might invest in a flash drive, or research online file sharing programs so you don't lose anything you're working on. And talk to your Key Club advisor to see if they have a physical space in their classroom or office where you could safely store binders, files, etc.

Keep your fears to yourself, but share your courage with others.

ROBERT LOUIS STEVENSON

Be the Record Keeper

Now that we have thought about how to stay organized, we can focus on the main projects to keep track of this year.

The first thing: create a roster of your members. You will want to obtain email addresses, committee assignments, when they joined and graduation year. You may also want to collect fun information like birthdays, reason for joining and personal interests such as favorite ice cream or candy. You can use this information later to celebrate and appreciate your members.

You'll also record minutes at each meeting. It's more than just a matter of writing things down. It requires an organized approach:

- **Before the meeting, consider creating a template.** The template should have space for important information like the date, attendees, special events, guest speakers, topics of discussion and assigned actions or decisions made. You can prepare each template by discussing the meeting agenda with the other officers.
- **During the meeting, use your template to record what happens.** Record the big stuff. Focus on action items, paying attention to what is discussed, decided or planned. Don't worry about minute-by-minute details or what someone wore or who disagreed about what.
- **After the meeting, review your notes and add comments or details.** You may be responsible for typing your notes or filing the written copy for others to review. Posting the notes online or sending via email may also be a good way to keep those who weren't present up to speed. It also reminds members what tasks they've been assigned and expectations for the project.



Be the Communicator

Keeping members involved starts with making sure they know what's going on. Meetings are not the only time to share information.

Things every leader should know about communication

- Ask your members how they prefer to communicate with you, keeping in mind their preferences may not be the same as yours.
- If you're using a group texting service, like GroupMe, make sure everyone has a way to receive the information. Some members may not have cell phones or smart phones.
- Let members know how you will communicate with them via social media posts, website updates from the webmaster and newsletters from the editor.
- Avoid acronyms, keeping in mind not every member of your club will understand them.

Email communication etiquette

- Emails are public communication. Proofread your message multiples times before you send it.
- Make the subject line specific and to the point.
- Don't forward messages with more than two pages of content to sift through.
- Address and sign your emails. You're communicating with a person, not a computer.
- If the message is especially important or complicated, ask someone to proofread it for you.
- Never confront someone in an email. Pick up the phone or speak with them in person.

Leadership is the capacity to translate vision into reality.

WARREN BENNIS

Be the Recognizer

Taking time to recognize members for their accomplishments is a great way to encourage hard work and keep members active. Being a leader means stepping out of the spotlight and thanking those around you who make the club's service possible.

Ways to recognize your members

- Hats off to you — Cut top hats out of paper and award them to those who deserve a tip of the hat.
- Bring ideas — Give a light bulb to members who provide a new or insightful idea.
- Hangers — Glve a plastic hanger to members who need encouragement to "hang in there" during a difficult time.
- Midway celebration — Plan a mid-semester or midterm pizza party to chase away the blues and remind members they're appreciated.
- Wanted posters — Use photos to create "Wanted for Good Behavior" posters to be placed throughout the hallways.



A Key Club International program of Kiwanis International.



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