

KEY CLUB OFFICER

Be the

SECRETARY

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Be the Secretary

Congratulations on being elected club secretary. The role of secretary is very important, and the work you do this year will ensure that your club's efforts will be documented. You will be tasked with keeping all records for your club, including (but not limited to) meeting minutes and district monthly reports. You will collaborate with the president and vice president to ensure that club operations run smoothly. Every club is unique, so sit down with your advisor and other officers to determine additional responsibilities for your position. Good luck, and have a wonderful year.

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 their 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, 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.

NOTE TO SELF

monthly

- ATTEND ANY DIVISION TRAININGS OR EVENTS.
- COMPLETE AND 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 NEW ELECTION RESULTS AT THE END OF YOUR TERM.
- ASSIST THE INCOMING CLUB SECRETARY FOR THE NEW TERM.
- ASSIST WITH UPDATING CLUB MEMBERSHIP RECORDS IN THE MEMBERSHIP UPDATE CENTER.
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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.
- **Check names.** Some clubs have an astronomical number of members. To best keep track of attendance, print a roster for each meeting and ask members to check off their names. You could also create a QR code that will link to a Google Form and spreadsheet.

*Organization is the KEY to success.
You're the notebook of the board, and you will be the one
all other board members refer back to.*

OLIVIA KURSCHAT, SOUTHWEST DISTRICT, PAST CLUB SECRETARY

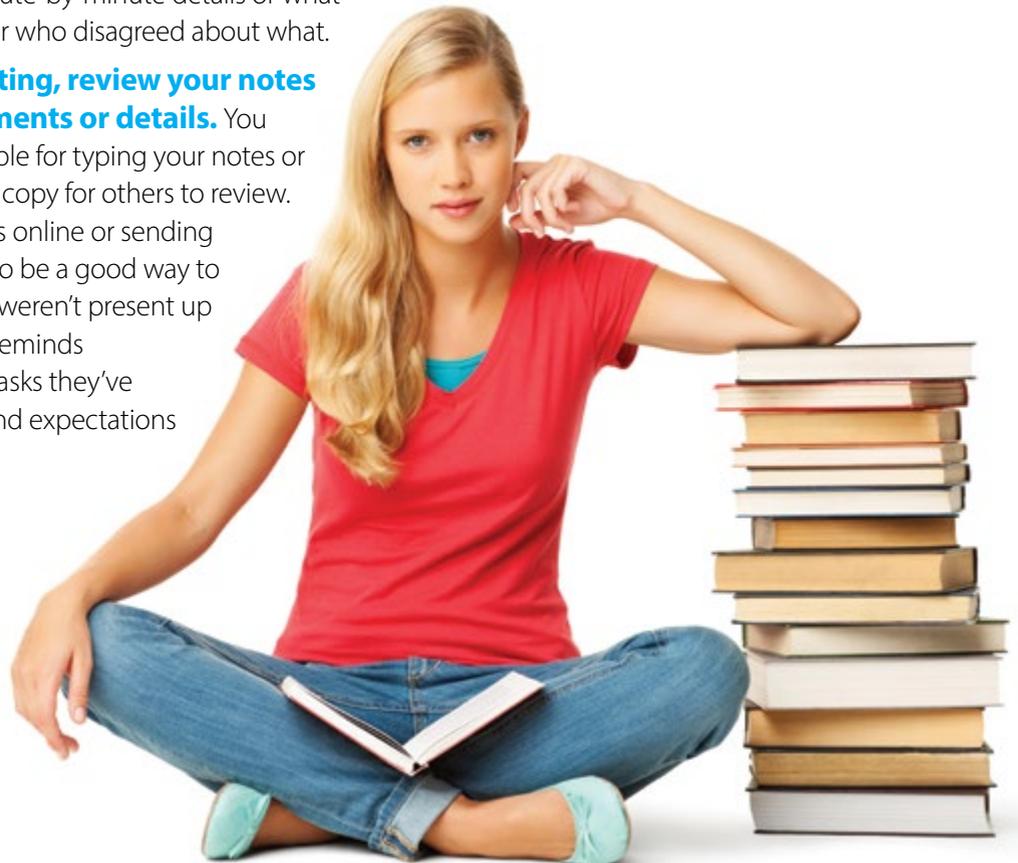
Be the Record Keeper

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 Connector

Your job isn't to simply report what happens but to share it. While the editor and webmaster will share your club's good news in articles and social media posts, you will share information in a different way. You will:

- File committee reports.
- Complete any monthly report required by your district.
- Complete an annual achievement report for your club and submit it to Key Club International. You can find the report online at keyclub.org/contests.

The best way to learn more about the reports in your district is to talk to your lieutenant governor or advisor.

You may also be asked to help your advisor report your club roster and paid membership through the Membership Update Center. Your Key Club faculty advisor should educate and/or update club officers on the Membership Update Center. As club secretary, you will then follow an easy, three-step process to update membership information and submit members' dues.

- 1. Round up information** from each new member including email addresses and year of graduation. Submitting members' emails will allow them to receive Key Club emails and newsletters. Considering collecting emails that aren't tied to a school so members can continue to receive communication as a Key Club alumni after they graduate.
- 2. Log in** and update membership records (mark graduated members and add new members) at keyclub.org/muc.
- 3. Submit payment** or print an invoice and pay by check under the Finances tab.

You can learn more about the Membership Update Center, annual achievement report and club awards at keyclub.org.

ADVICE

Completing club awards isn't a required part of your job, but it may be a good goal for your club to set. Earning an award can develop pride for your club or district and may earn your club some international recognition! Besides club recognition awards there are also opportunities for your club members to showcase their creative talents through the poster, scrapbook and video contests! Be sure to check out keyclub.org/contests to learn more.

Contests and awards

Each year, clubs and members have an opportunity to showcase their accomplishments by entering Key Club International contests. For rules, deadlines and judging criteria for each award, please refer to keyclub.org/contests.

Submissions for both club and individual contests and awards will go to your district for judging. Winners at the district level are then submitted for competition at the international level. All international winners are recognized at the Key Club International convention.

Available club awards:

- Club poster contest (digital and non-digital categories).
- Club video contest.
- Signature Project Award.
- Scrapbook contest (digital and non-digital categories).
- Single Service Award.
- Distinguished Club Award.

Available individual awards:

- Sandy Nininger Medal.
- Key of Honor.
- Oratorical contest.
- Talent contest.

For more information on each of these awards, visit keyclub.org/contests. Also visit your district's website for submission details and deadlines.



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.

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 lightbulb to members who provide a new or insightful idea.
- Hangers — Give a plastic hanger to members who need encouragement to "hang in there" during a difficult time.
- Midway celebration — Plan a midsemester or midterm pizza party to chase away the blues and remind members they're appreciated.
- Wanted posters — Use photos to create "Wanted for being awesome" posters to be placed throughout the hallways.

Leadership is the capacity to translate vision into reality.

WARREN BENNIS

Know your resources

Key Club International wants to help you succeed — so we're providing as many resources as possible. Here are just a few you might consider as your executive board brainstorms ways to support and build your club. You can find more resources at keyclub.org or through the semimonthly Key Club email. Not receiving the email? Have your club advisor or secretary update your email address in the Membership Update Center at keyclub.org/muc.

Service ideas

Visit keyclub.org/service_ideas_main to find great ideas from other Kiwanis members or to submit your club's favorite project.

Partners

Go to keyclub.org/partners for information on Key Club partners and preferred charities.

Meeting kits

We have resources to make meeting and serving easy, impactful and fun. Key Club meeting kits serve as a resource for club leaders and advisors and simplify one aspect of running a Key Club. Every kit focuses on a different theme that offers learning and service options for your club. Your club can use the entire kit, using the agenda as a guide and exploring corresponding resources within the agenda as you go. Or you can opt to pick sections to use, such as icebreaker activities, videos or service project ideas. Learn more at keyclub.org/meeting-kits-guide/.

Global Leadership Certificate

The Global Leadership Certificate (GLC) program is a series of online courses based on Key Club's core values of fellowship, leadership and service. You'll learn traditional skills as well as in-demand skills such as emotional intelligence, empathy, resiliency and more. These leadership development courses won't just help you stand out as a candidate for universities, grad and trade schools and employers. They will also help you become a stronger leader and change maker. The learning platform allows you to work at your own pace and includes videos, assessments, resources and activities. Best of all, the cost of the Global Leadership Certificate is included in your membership fee. Visit keyclub.org/glc for more information.

Key Leader

Key Leader is a weekend experiential leadership program for today's youth leaders. By participation in a hands-on, weekend event, Key Leaders learn that leadership comes from helping others succeed. Thousands of students on four continents have and will become Key Leaders. Learn more about Key Leader and what programs are happening in your area at key-leader.org.

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