

# Club Secretary

## Duties & Responsibilities

*The secretary's role in handling club affairs is very important if the club is to run smoothly, and it includes working closely with the president and board of directors.*

Club bylaws provide that the secretary is an officer of the club and a member of the board of directors, entitled to participate in all board discussions and to vote on any question put to

vote by the presiding officer.

Basic duties are prescribed in the Standard Form for Club Bylaws, Article VI.

### Duties and Responsibilities

- When secretary-designate, attend Club Leadership Education.
  - Keep the club books and records, including membership and attendance.
  - At all times, make the club books and records available for inspection by the president, the board of directors, or any authorized auditors.
  - Keep minutes of the meetings of the club, board, and committees.
  - Present all bills to the board for approval.
  - Submit to the proper officers, committees, or members all communications received from Kiwanis International or the district.
  - Forward General Liability Risk Management Packet to Safety Coordinator.
  - Promptly reply to correspondence and submit all official reports required by Kiwanis International or the district.
  - Submit reports to the club at such times as the president or board may require.
  - Submit reports (i.e. Monthly/Quarterly Reports) to district as required.
  - Perform other duties and responsibilities that usually pertain to such office or as may be assigned by the president or board.
  - Order merchandise from the Kiwanis Family Store.
- Option: The following provision may be added:*
- Give bond in such form and amount as may be required by local regulations.

**The following are recommended files to be maintained by the secretary:**

- Annual Club Reports of past years\*
- Board correspondence
- Board meeting minutes\*
- Club newsletters\*
- Club bylaws\*
- Club meeting minutes\*
- Committee correspondence
- Convention information
- District correspondence
- District newsletters
- Former members' entry and deletion dates\*
- Historic information and materials\*
- Kiwanis International correspondence
- Legion of Honor recognitions\*
- Lieutenant governor correspondence
- Life Member Status recipients\*
- Membership attendance records and payment of fees and dues  
(Attendance records of members with perfect attendance should be permanently retained.)\*
- Membership: current roster and biographical information\*
- Membership records for current members (Kiwanis International forms)\*
- Membership correspondence
- Miscellaneous correspondence, records, etc.
- Official bulletins from Kiwanis International
- Official Monthly Reports\*
- President's correspondence
- Resource binder of materials for chairmen
- Annual billing reports\*
- Sponsored Programs documents and communications
- Kiwanis Family Store Catalogs, invoices\*, copies of orders

*\* Items marked with a single asterisk are files that wholly or in part contain records that must either (1) be passed on to the succeeding secretary or (2) be passed on to the custodian of the club's permanent records. Examples of permanent records are: official documents and reports related to club organization and incorporation, official documents and reports related to any club foundation, financial reports and canceled checks, lists of officers and chairmen, entry and deletion dates of former members, perfect attendance records, and any other items that have historical significance.*

## Board of Directors Meeting - Minutes

*(Sample Format)*

The board of directors of the Kiwanis Club of \_\_\_\_\_

met at \_\_\_\_\_ on \_\_\_\_\_

The meeting was called to order by \_\_\_\_\_

and the following board members were present: \_\_\_\_\_

\_\_\_\_\_

Others present: \_\_\_\_\_

\_\_\_\_\_

### Business

### Notes

Roll Call

Approval of Minutes of  
Previous Meeting

Review of  
Monthly Report

Correspondence

Approval for  
Payment of Bills

Treasurer's Report  
• Administrative Account  
• Service Account

Reports of Standing  
and Special Committees

Unfinished Business

New Business

Club Evaluation

Division Business

District Business

International Business

Adjournment

## CLUB MEETING ATTENDANCE

### Meeting Attendance

In order to meet our members' desire for fellowship and to provide a high level of service to our communities, regular meeting attendance is encouraged.

**Perfect Attendance Tabs.** Attendance tabs denote years of perfect attendance rather than consecutive years of perfect attendance. Upon completion of any twelve (12) consecutive months of perfect attendance, an appropriate attendance tab may be presented to the member.

For perfect attendance tab purposes, make-ups and leaves of absence are available.

\* Call Kiwanis Member Services for additional information at 1-800-549-2647 extension 390.

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## Things to do in July

*In July, prior to your term of office*

### Review:

- Materials received in Club Leadership Education.
- *Leadership Guide.* Place it in the front of a large three-ring binder. Tabs might include club roster, club goals, budget data, club bylaws, board minutes, monthly reports, bills, correspondence, division, district, and International.
- *Treasurer's duties with president-designate.* If the club treasurer is a separate position in your club, make copy of materials (pp. 53-57).
- *Club's bylaws and President's "Things to Do" lists for June through September with president-designate.*
- *Report forms, board and club meeting agendas/minutes, and club procedures for carrying out your responsibilities.*

### Meetings:

- *Meet with current club secretary.* Study Kiwanis Family Store catalog to determine merchandise needed for October. Ask current secretary for assistance.
- *Work with president to establish a mutually convenient time for a weekly discussion* throughout the year for planning, problem solving, and follow-up.
- *Work with current secretary to enhance your skills and ensure a smooth transition.*
- *Assist president* with completing committee assignments, organizing meetings, reproducing materials, collecting reports, ordering merchandise (by phone, mail, or on-line), developing club goals, and completing club assessment and community analysis (pp. 36, 37).

### Attend:

- *Club Leadership Education session.* You and the incoming president must attend this program as scheduled by the incoming lieutenant governor.
- *District convention.* This convention will provide additional opportunities to improve your skills and meet other Kiwanis members.

*See also President's list on pg. 39*

## Things to do in August

*In August, prior to your term of office*

### Review:

- “*Things to Do*” lists for August through October.
- *Installation preparations*. Volunteer to assist.
- *The need for club directors and officers liability insurance* with the club board of directors.

### Meetings:

- *District convention, and meetings with incoming club committees, incoming club treasurer, and other incoming officers.*
- *Encourage each club committee chairman to prepare a written report*, including proposed budget.
- *Encourage club service committees to conduct a Community Analysis* (p. 36).
- *Schedule an organizational board meeting and budget-planning session with incoming board and committee chairmen by late September.*
- *Work with incoming president and newsletter editor on format and content of club newsletter for first week in October* (p. 96). See that newsletter editor has accurate list of members’ addresses. Give changes to editor as they occur throughout the year.
- *Continue to work with current secretary to enhance your skills and ensure a smooth transition.*

### Due Dates:

- *Club’s budget should be formally adopted by October 1* (Bylaws, Article XIX).
- *Ensure president conducts the Club President’s Education of Incoming Officers and Appointees* (sample agenda, p. 24) prior to October 1.
- *Encourage club meeting committee chairman to develop a program assignment schedule, especially for October.* Provide this committee with a schedule of meeting dates for which set programs are established (Club President’s Conference for first or second meeting in October; Annual Meeting in April or early May, etc.).
- *Maintain calendar of club committee planning meetings in August.* Each chairman should schedule a meeting to establish goals, division of responsibilities, and a proposed budget for the upcoming year.

### Attend:

- *District convention.*
- *Club board meetings.*

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## Things to do in September

*In September, prior to your term of office*

### Review:

- *Update club roster and reproduce for distribution* to club members in October.
- *Review Kiwanis International award programs* (p. 87), district, division, and club awards programs.
- *Record scheduled dates of lieutenant governor's official visits* to your club and club board meetings.

### Due Dates:

- *Pay Circle K and Key Club dues, Builders Club and Aktion Club member fees and Kiwanis Kids registration fees by October 1* (where applicable).
- *Annual Club Report due October 31.* This is a summation of the previous year's activities and is the responsibility of the outgoing president and secretary, but assisting them will show you the type of information to be filed during your year.
- *Conduct October board meeting prior to October 15* to adopt budget if not approved prior to October 1.
- *Club assessment (p. 37) and community analysis* (p. 36) completed by October 1.
- *President-designate should conduct Club President's Education Conference* of Incoming Officers and Appointees prior to October 1 (Sample agenda p. 24).

### Meetings:

- *Collect report from the chairman of each incoming club committee.* Reports should include committee goals, division of tasks, and budget proposal.
- *Club secretary should send e-mail address of Young Children: Priority One* committee chairman to the Marketing Department at Kiwanis International, [service@kiwanis.org](mailto:service@kiwanis.org).
- *Ask the club chairman to e-mail a report on the Young Children: Priority One projects planned for the year* and any requests for resource materials to [service@kiwanis.org](mailto:service@kiwanis.org) (the Marketing Department at Kiwanis International).
- *Meet with president-designate and incoming treasurer to review committee reports*, analyze merchandise needs, and establish preliminary club budget proposal.
- *Schedule organizational board meeting and budget planning/approval session.* Finalize plans and agenda with president-designate. Produce needed materials and follow up to ensure attendance.

### Attend:

- *Division council meetings (where applicable).*

## Things to do in October

*In October, during your term of office*

### Review:

- *Check with president to confirm Kiwanis Leader order. (p. 97)* All club officers should receive a copy. Update order with Kiwanis International.

### Due Dates:

- *Club assessment and community analysis completed by October 1* (pp. 36-37).
- *Pay Circle K and Key Club dues, Builders Club and Aktion Club member fees and Kiwanis Kids registration fees by October 1* (where applicable).
- *Assist outgoing secretary with the Annual Club Report by October 31.*
- *President conducts Club President's Conference at first or second regular meeting in October.*

### Meetings:

- *Review for each board meeting* - Review sample agenda (p. 26) and minutes format (p.3).
- *Work with president to develop agenda* .
- *Send agenda, previous month's board meeting minutes, and meeting reminder to board members.*
- *Organize correspondence, bills received, attendance monitor, etc.,* for secretary's report to the board.
- *Sort correspondence received from division, district, and Kiwanis International for appropriate distribution.*
- *Send Membership Information Form and appropriate fees to Kiwanis International* as soon as they are received.
- *Collect committee reports.*
- *Take board meeting minutes* .
- *Review for each club meeting* - Check with club meeting chairman for programs, set-ups, and greeters. Take attendance and collect make-up slips. Update attendance records and award perfect attendance tabs. Take meeting minutes.
- *See that program presenters are thanked* (certificate, KIWANIS magazine subscription, thank-you note, or by other club custom).
- *Encourage club members to review the International Convention information* published in the KIWANIS Magazine.

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## Things to do in November

*In November, during your term of office*

### Review:

- *Send Membership Information Form* for deleted members, new members or updates along with the appropriate fees to the International Office as soon as they are received. (Do this each month.)

### Due Dates:

- *Mail club donations for Annual Club Gift Campaign* to Kiwanis International Foundation.
- *Pay dues to Kiwanis International by December 31* if club's anniversary date is September, October, November or December.

### Meetings:

- *Prepare minutes of past month's board meeting for board approval.* (Do this each month.)

### Items of Note in November

- November is Kiwanis Family Month
- Key Club International Week
- Circle K International Community Service and Awareness Week
- Kiwanis International Foundation Week

## Things to do in December

*In December, during your term of office*

### Review:

- *Review the club membership roster at the board of directors meeting* to identify inactive members. Refer to Membership Development Manual for ideas on how to re-involve them in the club.
- *Send Membership Information Form and appropriate fees* to the International office as soon as they are received.
- *Ensure newsletter editor is receiving timely information on club, division, district, and International programs, projects, and events* to keep all members informed. Improve lines of communication when needed. See that editor has up-to-date address list.

### Due Dates:

- *Pay dues to Kiwanis International by December 31* if club's anniversary date is September, October, November or December.

## Things to do in January

*In January, during your term of office*

### Review:

- *Send Membership Information Form and appropriate fees* to the International office as soon as they are received.
- *If desired, consider any proposed resolutions or proposed amendments to the International Bylaws your club would like to see presented at the International convention.* Submit to the International Office by April 1.
- *Consider what financial assistance will be given to delegates and alternates attending the International convention.*
- *Consider what financial assistance will be given to delegates attending the district convention.*

### Due Dates:

- *File Federal Income Tax Report Form 990/990EZ* to Internal Revenue Service (IRS) by February 15 (p. 85, US clubs only).
- *If you sponsor a Circle K or Key Club outside the US, ensure the club secretary has submitted each club member's International dues* by February 1.
- *The club may send two primary delegates and two alternates to represent it at the International convention for voting purposes.* They should be elected at least 60 days prior to the convention, and reported to the International Office on the delegate certification form by April 30. Next year's club president should be a delegate.
- *The club may send three delegates to the district convention,* each of whom should be elected at least 30 days prior to the convention. Next year's club president should be a delegate to the district convention.

### Meetings:

- *Examine, with club president, the first quarter club and board meetings*; committee programs/projects; membership growth; member involvement; involvement in division, district, and International events and programs. Also review club budget and goals. Look for areas of success and also needed improvements.
- *Encourage club members to register for the International and district convention.*

### Attend:

- *Ensure representatives from your Key Club and Circle K attend their district convention.*

### Items of Note in January

- *Kiwanis Anniversary*

# Secretary

## Things to do in February

*In February, during your term of office*

### Review:

- *If you sponsor a Key Club or Circle K club, confirm that the newly elected club officers will receive instruction during March or April.* Education information is available from the Key Club and Circle K departments.

### Due Dates:

- *File Form 990/990EZ with IRS by February 15* (p. 85, US clubs only).
- *Conduct Annual Club Meeting between April 1 and second week in May* (p. 30). (Bylaws, Articles XI and XII) President must appoint nominating committee five weeks prior to Annual Club Meeting.
- *Pay dues to Kiwanis International by March 31* if club's anniversary date is January, February, March or April.

### Meetings:

- *If you have not already done so, share with club members the International convention materials sent from Kiwanis International* and encourage members to submit their registration and housing form(s) and attend.
- *Ask attending members to give you the delegate certification form received from Kiwanis International after they registered.* After your club has elected its two delegates and two alternates, complete the delegate certification form (one form per club) and submit it to the International Office by April 30.

### Attend:

- *Participate in Read Around the World activities.*

## Things To Do in March

*In March, during your term of office*

### Review:

- *Kiwanis International award programs (p. 87) and district, division, and club award programs.* Is your club on target? Look for additional opportunities.
- *The president must appoint a nominating committee at least five weeks prior to the Annual Club Meeting.* Review Articles XI and XII of club bylaws.

### Due Dates:

- *President must conduct the Annual Club Meeting between April 1 and second week in May* (p. 30).
- *By April 1, submit to the International Office any proposed resolutions or amendments to the International Bylaws.*
- *If not already completed, report your club's two delegates and two alternates to the International Office by April 30* on the delegate certification form.
- *If not already completed, report your club's three delegates for the district convention to the district office by the required deadline.*
- *If desired, submit to the district office any business matters to be proposed at the district convention.* Check with the district office to learn the proper deadline.
- *Pay dues to Kiwanis International by March 31* if club's anniversary date is January, February, March or April.

## Things to do in April

*In April, during your term of office*

### Review:

- Finalize plans for delegates, alternates, and other club members to attend the International convention.

### Dues Dates:

- Participate in Kiwanis International Foundation's Skip-A-Meal week.
- If not already completed, report your club's two delegates and two alternates to the International Office by April 30 on the delegate certification form.
- Pay dues to Kiwanis International by May 31 if club's anniversary date is May, June, July or August.

### Meetings:

- Conduct Annual Club Meeting/Election of Officers between April 1 and second week in May (p. 30).
- Secretary and treasurer present reports at Annual Club Meeting.
- Continually encourage members to bring guests.
- Ask the chairman to complete an award application for any Young Children: Priority One projects worthy of recognition. (Award information available from the Marketing Department at Kiwanis International, [service@kiwanis.org](mailto:service@kiwanis.org).)

### Attend:

- Ensure representatives from your Key Club and Circle K attend their International conventions.

## Things to do in May

*In May, during your term of office*

### Due Dates:

- Submit the Annual Report of Club Election by June 1.
- Finalize plans for delegates, alternates, and other club members to attend the International convention. Members may still register; see the registration form for instructions at this point. Be sure the delegate certification form has been filed with the International Office.
- If not already completed, report to the district office your club's three delegates for the district convention, by the required deadline.
- If desired, submit to the district office any business matters to be proposed at the district convention.
- Pay dues to Kiwanis International by May 31 if club's anniversary date is May, June, July or August.

### Meetings:

- Encourage all members to bring a prospective member to a club meeting.

### Attend:

- Assist your sponsored Circle K, Key Club, Builders Club, or Kiwanis Kids with their end-of-year recognition programs.

# Secretary

## Things to do in June

*In June, during your term of office*

### Review:

- *If a member is moving out of the community, contact the Growth Department at the International Office to assist the Kiwanian in locating Kiwanis clubs in the new area.* Use the Member Referral form included in Membership Development Manual.
- *Send Membership Information forms and appropriate fees to the International office as soon as they are received.*
- *Finalize plans for delegates and other club members to attend the district convention.* Be sure your delegates are reported to the district office.

### Due Dates:

- *Annual Report of Club Election due June 1.* (Election results must be filed with the district and International offices promptly.)

## Things to do in July

*In July, during your term of office*

### Review:

- *Finalize plans for delegates and other club members to attend the district convention.* Be sure your delegates are reported to the district office.

### Due Dates:

- *Order Installation ceremony items to honor outgoing club leaders early from the Kiwanis Family Store to ensure delivery in time for year-end ceremonies. Allow three to six weeks plus shipping time for items requiring personalization. Delivery lead times will be longer if you wait until August or September to order. (Installation usually is conducted at the end of September or the beginning of October.)*
- *Order Kiwanis International Foundation Fellow Award for outgoing president by August 15.* Mailing will be sent from Kiwanis International Foundation with details for board consideration.
- *Complete application to honor club, division, or district leaders with Life Member Status (p. 89).*

### Meetings:

- *Meet with incoming secretary to discuss duties and recommend areas of improvement.* Work closely with incoming secretary during the next several months and see that he/she attends education sessions conducted by the lieutenant governor and the club president.

## Things to do in August

*In August, during your term of office*

### Review:

- *Club membership roster at the board of directors meeting to identify inactive members* Refer to Membership Development Manual and Six Pak programs for ideas on how to re-involve them in the club.
- *Send Membership Information forms and appropriate fees to the International office as soon as they are received.*
- *Ask the Youth Services and Young Children: Priority One chairmen to work on activities for Kids' Day in September* (fourth Saturday). Information available from the Marketing Department at Kiwanis International, service@kiwanis.org. Ask the chairman to complete an award application for any Young Children: Priority One projects worthy of recognition. (Award information available from the Marketing Department at Kiwanis International, service@kiwanis.org).

### Due Dates:

- *Pay Circle K and Key Club dues, Builders Club and Aktion Club member fees and Kiwanis Kids registration fees by October 1* (where applicable).  
(All financial obligations should be met before installation of club's new leadership.)
- *Assist incoming president with plans for conducting Club President's Conference for Incoming Officers and Appointees by October 1.*

## Things to do in September

*In September, during your term of office*

### Review:

- *Club roster at board meeting.* Attempt to call or personally visit nonattending, nonparticipating members. Re-involve them in the club.
- *Review Installation ceremony plans with president.*
- *Order any Kiwanis International awards earned by members* (i.e., Ring of Honor, Achiever's Pin, Ruby K).
- *Submit nomination forms* to lieutenant governor or district chairman for any Young Children: Priority One awards the club may have earned.
- *Ensure the dues or member fees for sponsored clubs are being processed.*

### Due Dates:

- *Pay Circle K and Key Club dues, Builders Club and Aktion Club member fees and Kiwanis Kids registration fees by October 1* (where applicable).  
(All financial obligations should be met before installation of club's new leadership.)
- *Prepare Annual Club Report.* Mail to designated person in district by October 31.
- *Assist incoming president with plans for conducting Club President's Conference for Incoming Officers and Appointees by October 1.*
- *Club assessment (p. 37) and community analysis (p. 36) completed by October 1.*

### Attend:

- *Ensure representatives from your Key Club and Circle K club attend Key Leader Weekends.*

### Item of Note in September

- *Kiwanis Kids' Day*

## Things to do in October

*In October, after your term of office*

### **Due Dates:**

- *Pay Circle K and Key Club dues, Builders Club and Aktion Club member fees and Kiwanis Kids registration fees by October 1* (where applicable).
- *File Annual Club Report by October 31.* Mail to designated person in district. Report will be reviewed and club may receive recognition as an Honor Club for best service project(s).
- *Complete Annual Audit* (see Article XIX of club bylaws).

### **Meetings:**

- *Pass on materials to the new club secretary.* The secretary is custodian of current records, reports, and minutes, but at the end of each year, these should be placed in permanent files and held by a member appointed as custodian of permanent records.

*Congratulations on your year of excellence!*