



FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL SECRETARY GUIDE 2017-2018

CONTACT INFORMATION

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Join: *Florida District of Circle K International* Facebook Group

Florida District of Circle K International 2017-2018 Secretaries Facebook Group

DUTIES

Overview

- Maintain all records including club membership, dues payment, and committee activity.
- Document club activity through meeting minutes.

Annual Duties

- Obtain information from predecessor including email passwords, past records, ect.
- Keep documentation all of club property
- Create and/or update a system that documents the members and their involvement throughout the year
- Complete award forms for District and International

Monthly Duties

- Attend all board meetings and keep minutes for everyone
- Collect monthly committee reports or administrative hours
- Submit Monthly Report Forms to both international and Florida

Weekly Duties

- Attend all club meetings and compose minutes
- Respond to all correspondence
- Update membership and involvement system as needed

MEMBERSHIP UPDATE CENTER & MONTHLY REPORT FORMS

Membership Update Center

- Online portal where clubs can add new members and update records
- Where the International Monthly Report Forms are found
- To get access:
 - Predecessors or Faculty Advisors must change officer information to reflect the new officer information.
 - Or Contact Kiwanis Membership Help Center(best to call)
 - Email memberservice@kiwanis.org or call 1-800-549-2647 ext 411

Monthly Report Forms(MRF)

- Used to collect data on how clubs are doing.
- It is a very important duty of being secretary and should be filled out **every month.**
- Two-part system with one part going directly to International and another being a district-specific form.
- International MRF
 - Found within the Membership Update Center
 - Due the 5th of every month
 - Club presidents and secretaries will have access to MRF
 - Used to provide total service hours, Kiwanis Family events, and Interclub Events (scroll over each ‘?’ for a detailed explanation of each)
 - *An Inter club* is a meeting or event organized by two or more CKI clubs where at least two CKI members from each club attend. District events **do not count** as interclub events.
 - *A Kiwanis Family Relation* is a meeting or event organized by at least on CKI club and at least one other branch of the Kiwanis Family with at least two CKI members and at least two members from the same branch of the Kiwanis Family.
 - An event can be an interclub, K-Fam, and service project and in that case please count them as both, so as 1 K-fam and 1 interclub.
 - Refillable and editable throughout the year
- District MRF
 - Google form due the 10th of every month
 - Found on the Florida District Facebook Page, Secretary Facebook Page, and sent to all secretaries’ emails.
 - Used to provide specific club information for District records such as socials, fundraisers, governor’s project hours, club meetings, and communication.
 - ****Suggestion**** - Save your responses on a word doc just for your own records;

COLLECTION OF IMPORTANT INFORMATION

Data Collection Methods

- It is up to each club, specifically each secretary to decide how to keep records of all the events the club members participate in.
- It can be documented with a google sheet, excel file or whatever is preferred.
- Every meeting, service event, social, fundraiser, ect should be documented with the amount of members attending, amount of service hours (if applicable) and/or amount of money raised(if applicable).

Hours and Involvement Database

- Organized, collection of all the information regarding members, including name, year, number of service hours, ect
- It is up to each club to decide how to document members' involvement within your clubs, the main objective is to have all the information set up in a way that is easy to find.

Suggestions

- Keep a monthly record of all the events with totals to make filling out the MRF easier. One google sheet/excel file with pages corresponding to each month
- Have a separate Hours and Involvement Database with each member's activity listed with separate files every semester or year (depending on the club)
 - Ex: An excel sheet with each member's name and different columns corresponding to the types of events offered.
 - Update this as often as you can (i.e.. As soon as you get attendance sheets) to make sure everything gets recorded.
 - This will make easier when members ask about how many ___ they have (service hours, KFam, etc.)

Example of Potential Format for Hours and Involvement Database

Name	Dues Paid	Service Hours	K-Fam Events attended	Interclub Events attended	Meetings attended	Socials Attended
FLACKI	Yes	25	5	3	8	10

COMMITTEE CHAIR REPORTS/ ADMINISTRATIVE HOURS

Committee Chair Report

- One of the most important responsibilities as a secretary is to keep constant communication with the committee chairs, if the club has them.

- The secretary should be updated with every event being held and should also be receiving attendance sheets with the members who attended and how many hours the event was.
- It is up to the secretary to decide what format is best for collecting committee chair reports

Administrative Hours

- Administrative hours is defined as almost any sort of planning, advertising, and execution related to CKI. **This does not include any service hours completed.**
- The purpose of administrative hours is for the executive board to have a better understanding of what committee chairs are doing.
- These are not necessary, but an effective way to keep everyone accountable.
- It is up to the secretary to decide what format is best for collecting administrative hours.

****Suggestions****

An example of Admin Hours

Date	Description (Put your own initials in front of every description)	Amount of Administrative Hours
4/14/2017	FL: Emailed the secretary the names of the members who participated in the car wash	0.25

MEETING MINUTES

Overview

- Meeting minutes need to be sent out after each general-body meeting to all members

Things to Include

- Date of Meeting
- Events Discussed- Date, Time, Location, Who to Contact, other pertinent information
- Officer information
- Date and Location of the Next Meeting.

****Suggestions****

- Have fun with your meeting minutes! It's a way to recap your meetings and making it more fun, colorful, ect will make it more likely that members will read it.

- Add pictures or graphics.
- Include a funny moment that happened at the meeting.
- While you can use the International guidelines for board meetings, you do not have to follow it exactly, unless you want to.

QUESTIONS/ CONCERNS/COMMENTS

**If you ever have any questions, concerns, or comments,
please do not hesitate to contact District Secretary Diamond!**

