



Club Secretary Officer Guide

- **What is your job as club secretary?**
 - The club secretary acts as the administrative officer of the club. You are to manage all paperwork, document club activity through meeting minutes, and club officer and club member participation through recording and reporting service and administrative hours performed by each member.
- **Monthly Report Forms –**
 - Monthly Report Forms are the District's way of collecting accurate reports of the activity of each club in the district. To fill out a form, it is important to have documented all service hours and administrative hours logged by each club member. More information on this can be found below. These online google forms will be due **every month** on the **10th** at **11:59PM**. For questions regarding late forms, please contact your District Secretary at secretary@floridacirclek.org.
- **What is an interclub event?**
 - An interclub event is any event where **2+** members from **2+ CKI clubs** join up for an event.
 - Divisional Council Meetings held by Lieutenant Governor's DO count as interclub events, District events DO NOT.
 - Ex: If 2 members from UWF CKI join 4 members of USF CKI for a street clean up, that counts as one interclub event for UWF and one interclub event for USF.
- **What constitutes a Kiwanis Family Event?**



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List of Duties

- Keep a record of all service hours and administrative hours
- Keep a list of all meetings and events attended by members and club officers
- Coordinate all club correspondence
- Document club activities through board and club meeting minutes
- Forward dues invoice and membership forms to the district and international offices (usually done with the club treasurer)
- Complete and submit all Monthly Report Forms by the 10th of each month. These will be done online, and a link will be posted and sent by the District Secretary. If you have any questions regarding this or any other duties, feel free to contact your District Secretary at secretary@floridacirclek.org.
- Forward all registration forms for club participation in district and international events, if necessary.
- Recommend agenda items to the club president prior to each club and board meeting.
- Keep an inventory of all club property.
- Complete award forms for district and international contests.
- Complete delegate registration for district and international conventions.
- Train incoming secretary.
- Update the board with a report on club activity at each board meeting.



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The Importance of Reporting Service Hours

- In order to keep an accurate record of service hours, it would be easiest to keep a spreadsheet with the following information:
 - Each event held
 - # of members in attendance at each event
 - # of hours for each individual member in attendance,
 - Total hours per member (Total Cumulative Hours served/ # members in attendance)
 - Ex: Street clean up :: John – 1 Hour, James – 1 Hour, Carly – 2 Hours, Susan – 3 Hours :: Cumulative hours served = 1 + 1 + 2 + 3 hours = 7 hours :: Hours per member = 4 members / 7 hours = 1.75 Hours/Member
- It is important to have this information properly recorded, as to make sure that the district is reporting accurate numbers to the international board, which will in turn make sure that your club is receiving proper recognition for its work throughout the year. Furthermore, this will also reflect the strength of the club and the Florida District as a whole.



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Meeting Minutes

- Minutes should be kept for club and board meetings.
- Minutes should include the following in the first paragraph:
 - Type of meeting
 - Name of the organization
 - Date, time, and location of the meeting
 - List of those present and absent if it is a board meeting
 - Identification of the chair (typically the president) and secretary
 - Specification of whether the minutes of the previous meeting were approved as read/corrected.
- The body of the minutes should contain each subject discussed and voted on.
- The last paragraph of the minutes should state the hour of adjournment.
- For an example of board meeting minutes, please go to this link:
http://www.circlek.org/Libraries/Leadership_CLE/CKI_Club_Officer_Guide.sflb.ashx
 - The meeting minutes can be found in the first few pages of any one of the board books.
- Information within this document can be found with more detail at this link:
http://www.circlek.org/Libraries/Leadership_CLE/CKI_Club_Officer_Guide.sflb.ashx
 - Feel free to follow this link if you feel you need more information