



FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL SECRETARY GUIDE 2018-2019

CONTACT INFORMATION

Governor: Diamond Pichardo

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Join: 2018-2019 FLACKI Secretaries Facebook Group

Text [@flackisec](https://www.instagram.com/flackisec) to [81010](https://www.instagram.com/81010) to receive text alerts through Remind

DUTIES

Overview

- Maintain and submit records on club activities including status on club membership, service hours completed, dues payment, and committee activity
- Document club activity through meeting minutes

Annual Duties

- Obtain information from predecessor including email passwords, past records, etc.
- Keep documentation of all 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

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

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 (MUC)

- 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 Member Services Help Center (best to call) to have them give you access
 - Email memberservices@kiwanis.org or call 1-800-549-2647 ext 411

Monthly Report Forms (MRFs)

- 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 form 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
 - Refillable and editable throughout the year
 - Used to provide total service hours, Kiwanis Family events, and Interclub Events (scroll over each ‘?’ for a detailed explanation of each)
 - *An Interclub* 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 Relations Event* is a meeting or event attended by at least one CKI club and at least one club from another branch of the Kiwanis Family, each having two or more members present.
 - An event can fall into multiple categories simultaneously. In that case, put the event into each category it falls under.
 - For example, a Kiwanis-family picnic with another CKI club and Kiwanis Family organization would be counted as one K-fam *and* one interclub.
 - Service hours must be rounded to the nearest whole number.
- District MRF
 - Google form due the 10th of every month
 - Found on the Florida District 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, and communication.

- Try saving your responses on a Word or Excel document for your own records. This will make filling the district MRF easier and easier for your club to access data.

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, etc. should be documented with the number of members attending, amount of service hours (if applicable), and/or amount of money raised (if applicable).

Hours and Involvement Database

- 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.
- It is typically an organized collection of all the information regarding members, including name, year, number of hours served, etc.

Suggestions

- Keep a monthly record of all the events with totals to make filling out the MRF easier. Try a Google Sheet or 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, K-Fam events, 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 are 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

- Think of it as a timesheet to keep track of hours and when they were completed.

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, etc. will make it more likely that members will read it.
 - Add pictures or graphics.
 - Include a funny moment that happened at the meeting.
 - Talk with your club executives about having a theme for meetings throughout the year. For example, your club can have movies as a theme for the year and each meeting is themed after a specific movie.
- 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
Josephine!**

