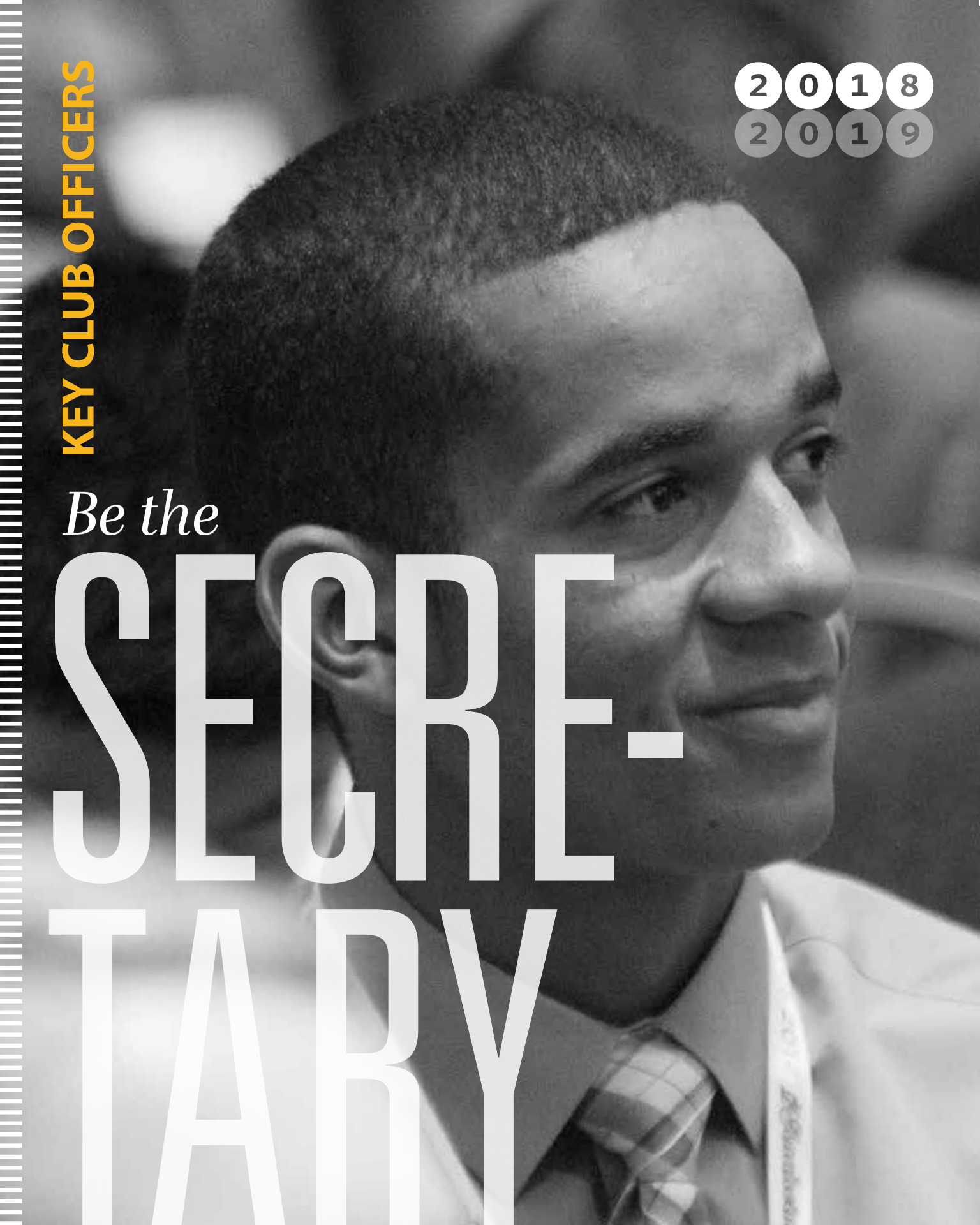


KEY CLUB OFFICERS

2018  
2019

*Be the*

# SECRETARY



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2 0 1 8

**July**

- 4–8 Key Club International convention
- 19–20 Leadership conference

**September**

- 15 Fall mailing sent to clubs
- 21 Nickelodeon's Worldwide Day of Play

**October**

- 1–31 Trick-or-Treat for UNICEF
- 15 Youth Opportunities Fund grant application deadline
- 27 Kiwanis One Day
- TBD Legacy of Play Contest – Each October, Landscape Structures hosts its Legacy of Play contest. Be on the lookout for more information.

**November**

- 1 Early bird deadline for dues
- 3 Advisor Appreciation Day
- 1–30 Kiwanis Family Month
- 5–9 Key Club Week
- 17 Prematurity Awareness Day

**December**

- 1 Final deadline for dues
- 31 Trick-or-Treat for UNICEF donations due in order to receive recognition

2 0 1 9

**January**

- 5 Key of Honor nominations due

**February**

- 1 Unpaid clubs become suspended
- 1–28 Officer elections
- 1–28 Submit annual achievement report before your district convention. ([keyclub.org/districts](http://keyclub.org/districts))

**March**

- 15 Officer training mailing sent to clubs
- TBD National Pancake Day – Start looking in November for the announcement for this year's National Pancake Day hosted by IHOP with benefits going to Children's Miracle Network.

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*Key Club important dates*

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## ***Be the Secretary***

Congrats on being elected club secretary. You're going to be awesome. This guide is full of tools and information to assist you throughout the next year, but the best advice we have is to believe in yourself. You were elected to this role because your club believes in you, and you should believe in yourself, too. You may feel some pressure to step into the shoes of last year's leader; it's only natural. But don't lose sight of your own gifts and skills. Be your best you and serve your club by serving others first. Good luck!

## 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 his or her 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, current and past Key Club magazine 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.

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- ATTEND KIWANIS CLUB MEETINGS.

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- RECORD MINUTES DURING CLUB AND BOARD MEETINGS.

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- ATTEND CLUB EVENTS (CLUB FAIRS, SERVICE EVENTS, FUNDRAISERS, SOCIALS, ETC.).

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- PROVIDE EVENT SIGN-UP SHEETS.

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- ATTEND DIVISION EVENTS (SERVICE EVENTS, FUNDRAISERS, ETC.).

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- COMMUNICATE WITH MEMBERS, OFFICERS, ADVISORS, AND LIEUTENANT GOVERNOR.

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- UPDATE AND ORGANIZE FILES AND RECORDS.

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- KEEP TRACK OF MEMBERS' SERVICE HOURS AND ATTENDANCE AT MEETINGS.

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NOTE TO SELF

## monthly

- ATTEND ANY DIVISION TRAININGS OR EVENTS.

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- COMPLETE 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.

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- ATTEND DISTRICT TRAINING CONFERENCES, DISTRICT CONVENTION AND OTHER EVENTS.

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- COMPLETE AND SUBMIT THE ANNUAL ACHIEVEMENT REPORT AND OTHER DISTRICT LEVEL REPORTS.

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- SUBMIT THE 2018-19 ELECTION RESULTS AT THE END OF YOUR TERM.

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- ASSIST THE INCOMING CLUB SECRETARY FOR THE 2018-19 TERM.

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- ASSIST WITH UPDATING CLUB MEMBERSHIP RECORDS IN THE MUC.

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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.

*Keep your fears to yourself, but share your courage with others.*

ROBERT LOUIS STEVENSON

## *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 Reporter

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, and
- 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](http://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 expected year of graduation. Submitting member emails will allow them to receive the Key Club weekly email.
2. **Log in** and update membership records (mark graduated members and add new members) at [keyclub.org/muc](http://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](http://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/contestsawards](http://keyclub.org/contestsawards) to learn more.*

There are two ways of spreading light: to be the candle or the mirror that reflects it.

EDITH WHARTON







## *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.

*Leadership is the capacity to translate vision into reality.*

WARREN BENNIS

## *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 light bulb to members who provide a new or insightful idea.
- Hangers — Glue a plastic hanger to members who need encouragement to "hang in there" during a difficult time.
- Midway celebration — Plan a mid-semester or midterm pizza party to chase away the blues and remind members they're appreciated.
- Wanted posters — Use photos to create "Wanted for Good Behavior" posters to be placed throughout the hallways.





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