

SECRETARY

Your diligence and passion for Kiwanis inspired your fellow Kiwanians to give you one of the most important jobs in your club. By maintaining accurate membership records, keeping official meeting minutes and making connections in the community, you'll keep your club energized and engaged. And your club's leadership team will be stronger and more efficient, thanks to your communication skills and savvy.

“

The world is so fast that there are days when the person who says it can't be done is interrupted by the person who is doing it.

”

—Anonymous

Find more resources online at www.KiwanisOne.org.

SECRETARY

The secretary's role in handling club affairs, while working closely with the president and board of directors, enables the club to run smoothly.

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 eligible 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.

ROLE: Secretary

SUPPORTED BY: President, board of directors and lieutenant governor

ROLE SUMMARY: The club secretary ensures club operations run smoothly and manages many of the details that make the club experience great. The secretary works closely with the president and board of directors and is responsible for the management of all club records and must be ready to document the details important to running a smooth club operation. Included in managing club records is keeping minutes and attendance at all club and board meetings. That huge responsibility doesn't happen by magic, of course. As the new Kiwanis year approaches, club secretaries will find a list of resources just for them at www.KiwanisOne.org/clubsecretary. There is a monthly to-do list, instructions on using the Club Excellence Tool, various required forms, and quick links to several need-to-know documents and Web pages.

Club secretaries will also find checklists for pre-term tasks, including repetitive items per month, such as "for every club meeting," "for every board meeting" and reports due at the end of each month specifically noted. The checklist ends with a few tasks slated for the following October to end the secretary's term in office.

QUALIFICATIONS:

A proven leader with the ability to:

- Document meeting events in the form of minutes
- Track membership and other useful information
- Report changes in membership and submit correspondence and all official reports to Kiwanis International in a timely manner
- Work closely with the president and board of directors
- Manage time
- Build relationships with community leaders
- Lead by example
- Facilitate change
- Use Microsoft Office software

RESPONSIBILITIES:

- Manage and maintain 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 for 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 the 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 and 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.
- Give bond in such form and amount as may be required by local regulations.
- Fulfill all other duties documented in the Standard Form for Club Bylaws.

Don't forget—many of the basics for navigating the member website and online reporting can be found at www.KiwanisOne.org/support. Have a great year!

FILES TO BE MAINTAINED BY THE SECRETARY:

- Board correspondence
- Committee correspondence
- Convention information
- District correspondence
- District newsletters
- Kiwanis International correspondence
- Lieutenant governor correspondence
- Membership correspondence
- Miscellaneous correspondence, records, etc.
- Official bulletins from Kiwanis International
- President's correspondence
- Service Leadership Programs documents and communications
- Kiwanis Family Store catalogs, copies of orders

PERMANENT FILES TO BE MAINTAINED BY THE SECRETARY:

These files 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 and any other items that have historical significance.

- Annual club reports of past years
- Board meeting minutes
- Club newsletters
- Club bylaws
- Club meeting minutes
- Former members' entry and deletion dates
- Historic information and materials
- Legion of Honor recognitions
- Life Member Status recipients
- Membership payment of fees and dues
- Membership: current roster and biographical information
- Membership records for current members (Kiwanis International forms)
- Annual billing reports
- Invoices

KiwanisOne.org online reporting system

If you're a club secretary tasked with completing club reports, begin reporting online and gain back hours of your time previously spent with traditional administrative paperwork. Online reporting in KiwanisOne provides you with a one-stop, single login destination for various reports. Learn more about online reporting at KiwanisOne.org/reporting.

Registration

Please follow the instructions below that fit your situation.

SCENARIO	INSTRUCTION
I was the secretary for the 2012-13 Kiwanis year AND will still be the secretary for the 2013-14 year AND have been submitting my reports through KiwanisOne.org.	<ol style="list-style-type: none">1. Navigate to www.KiwanisOne.org/login.2. Log in and click on Monthly Report in the Secretary menu (on left).
All others (new secretary, never reported online, etc.)	<ol style="list-style-type: none">1. Navigate to www.KiwanisOne.org/common/memberregistration.aspx.2. Follow the instructions.3. Once your password is set, navigate to www.KiwanisOne.org/login.4. Log in and click on Monthly Report in the Secretary menu (on left).

Getting started with online monthly reports

These simple instructions will help you get started with the new monthly reporting system.

1. Minimal setup is required before you start reporting.
 - a. Log in at www.KiwanisOne.org/login.
 - b. Click the Secretary button from the left navigation menu.
 - c. Click the Monthly Report link.
 - d. Click on e-mail setup and add members who will get copies of the report.
2. Reports **MUST** be filed **sequentially** and **start** with the **October** report.
3. There is a Part 1 and a Part 2 for each month's report. **Both must be completed** to activate the Submit button on the Monthly Report launch page.
4. Your annual club report is compiled automatically based on the information you provide in the online monthly reports. At the end of the year you will be able to access a compilation of all of the reports.
5. Distinguished Club criteria (Kiwanis International version) is incorporated, and you will be able to monitor your status online starting in February.
6. Online training videos for the reporting system are available at www.KiwanisOne.org/Reporting.

Secretary

Tips for using KiwanisOne.org

If you encounter an issue as you begin to use the online reporting system, please review the tips below before contacting support. If you do not find an answer to your question, send an e-mail to KiwanisOne@kiwanis.org.

1. Where do I go to log in?

The login page for the online reporting system is www.KiwanisOne.org/login.

2. I don't have a password. What do I need to do?

All you need to do is register in the system. Page 7 of this guide lists easy steps to get you registered.

3. I have forgotten my password. What do I do?

To reset your password go to www.KiwanisOne.org/common/setpassword.aspx.

4. How do I submit my report?

Once you have filled out both sections of the report, the Submit button on the Report launch page will be active. Click the Submit button to submit the report. A red dot in the Submitted column indicates the report has been successfully submitted.

5. The sponsored clubs listed in Part 1 of the report are incorrect. What do I do?

Contact the Kiwanis Helpline at 800-KIWANIS, ext. 411, and let them know your listed clubs are incorrect.

6. Can I amend a submitted report?

Yes, you can amend a report at any time. Simply log in and go to the Report launch page and click the Part 1 (or 2) Saved link adjacent to the desired month. Make any necessary changes and save the section. Back on the Report launch page, click the Submit button adjacent to that month to resubmit the report.

7. Where do I add/change/delete my e-mail distribution list for sending out copies of the report?

The e-mail addresses are set up from the main Monthly Report page. To change them, click the e-mail link on the Report launch page.

8. Where can I get training?

You can access an online training video at www.KiwanisOne.org/Reporting.

Secretary

Tips for using online reporting

1. Check the secretary dashboard often.

The dashboard was established to let secretaries know of any important resources, announcements or deadlines as well as access club stats, including the club roster. You'll also find most commonly needed quick links, downloads and an option to submit a question to your district or Kiwanis Member Services team.

2. Keep track of your distinguished points.

Another feature of the secretary dashboard is the distinguished points tracker. As you accumulate points during the Kiwanis year, you can see where you still have room to score more and work toward distinguished club status.

3. Set up e-mail alerts.

Clubs can select people to receive a copy of the monthly report when it's submitted each month. Click e-mail setup from the Monthly Report launch page. From here you can add, edit or delete the e-mail addresses of the recipients.

4. Use your service & fundraising worksheet.

If your club does more than three projects and you want to have a record for all of them, you don't have to worry about double the work, as the worksheet can be imported directly into the monthly report. Just be sure to categorize each project listed. Check all three boxes and click import.

5. Update your club website.

If your club has a website, you can update that information and your URL will be displayed on the Kiwanis.org club locator. Changes are uploaded to the database overnight Eastern Standard Time U.S. so your new website link is live inside of 12-24 hours.

6. Save reports in progress.

Did you know you can start a report and save changes to finish later? If you get started on a report, but run of time or have to stop before it is finished, you can save your work and come back later. Fill out all that you can and, most importantly, remember to click "Save." You can start up right back where you left off when you return to the Monthly Report.

7. Update submitted reports.

If you need to make a change to a report that has already been submitted, go the Monthly Report launch page and click on the part of the report that is saved and needs to be changed. Make your change, hit save and resubmit the report so the newest data is captured.

8. Add, delete and edit members with Kiwanis International.

Using the member management tab, you are able to manage club membership without mailing anything in. You can add members electronically and even generate an invoice to send with payment that speeds up the process. To edit and delete from the member list, click club management, do a search for current active members and make changes from the list as needed.

9. Update officers for the current year.

Clubs now can update their officers online with the Club Election tab. View club officers for each office as currently entered into the Kiwanis International database. If a change needs to be made, simply click “Add” or “Edit” and the changes will be made.

10. Add, edit or delete the current meeting location for your club.

Click on Meeting Location under the secretary menu and you will see what we show on file for your current meeting location. You can adjust times, days and locations. This information is reflected on the Kiwanis.org club locator listing for your club with about 12 hours.

11. Survey club members.

Would you like each member’s perspective on the club’s strengths and weaknesses so that you can outline a strategy to improve and grow? You can do this with the Club Excellence Tool. There are 25 quick questions and individual answers are anonymous. Results are compiled for club and district leaders to review trends, averages and anonymous comments. Multi-year and beginning/end of year survey results can be compared to show the health of your club over time. Tips and resources to improve are provided when results are compiled to assist in outlining a plan to make your club stronger. To get started, click on Club Excellence Tool Admin and read the detailed instructions.

12. Assist your Kiwanis and SLP faculty advisors.

Each new year oftentimes brings new Kiwanis and faculty advisors. Keep them up-to-date right from the secretary dashboard to ensure the right person at the school or club level is getting the right information to grow their SLP membership and help students learn to lead. You will see a list of the SLP clubs you sponsor (if any) near the bottom left of the secretary dashboard. You can easily edit advisor’s information. With the size of some schools, things are easily lost when they are not properly addressed, so let’s be sure to assist our advisors as much as possible.

Resources

Board of directors meeting minutes

Sample format

Note: Relevant portions of this sample also could be used for club meeting minutes.

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

Verification of quorum
(majority defined as more than
half of board members)

Approval of previous meeting
minutes

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

Resources

Secretary's monthly checklist

June and July (prior to your term of office)

- Attend a session of Club Leadership Education (CLE).
- Review report forms, board and club meeting agendas/minutes, and club procedures for carrying out your responsibilities.
- Meet with the current club secretary to discuss the position and determine how you will facilitate a smooth transition.
- Determine what merchandise is needed for the October installation ceremony. Order necessary items from the Kiwanis Family Store.
- Work with president to establish a mutually convenient time for a weekly discussion throughout the year for planning, problem solving and follow-up.
- Assist president with completing committee assignments, organizing meetings, reproducing materials, collecting reports, ordering merchandise, developing club goals and completing the Club Excellence Tool and community analysis.
- Make plans to attend district convention. This convention will provide additional opportunities to improve your skills and meet other Kiwanis members.

August (prior to your term of office)

- Review liability insurance information with the club board of directors.
- Schedule an organizational board meeting and budget planning session with incoming board and committee chairmen by late September. The club budget must be formally adopted prior to October 1.
- Encourage each club committee chairman to prepare a written report, including proposed budget, to the budget planning session.
- Ensure president conducts the Club President's Education of Incoming Officers and Appointees prior to September 30.
- Encourage the club meeting committee chairman to develop a program assignment schedule for the calendar year. Provide this committee with a schedule of meeting dates for which programs are established.
- Attend district convention.
- Attend club board meetings and budget planning session.

Resources

Secretary's monthly checklist

September (prior to your term of office)

- Review Kiwanis International, district and division award programs.
- Record scheduled dates of lieutenant governor's official visits to your club and club board meetings.
- Conduct October board meeting prior to October 15 to adopt budget if not approved prior to October 1.
- Review annual membership roster. Update this document online. Due prior to October 10.

October

- Review sample meeting agendas and minutes format.
 - For every club meeting:*
 - Work with the president to develop the agenda.
 - Check with club meeting committee chairman for program information, setup needs and greeters.
 - Take minutes.
 - See that program presenters are thanked.
 - For monthly board meeting:*
 - Work with the president to develop the agenda.
 - Send agenda, previous month's board meeting minutes and meeting reminder to board members.
 - Sort correspondence, bills received, etc. for secretary's report to the board.
 - Take minutes.
 - Collect committee reports.
 - Submit these items by the end of the month:*
 - Submit club report online.
 - Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

November

- Mail club donations for Annual Club Gift Campaign to the Kiwanis International Foundation.
 - For every club meeting:*
 - Work with the president to develop the agenda.
 - Check with club meeting committee chairman for program information, setup needs and greeters.
 - Take minutes.
 - See that program presenters are thanked.

November (cont.)

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

December

- 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.
- If desired, consider any proposed resolutions or proposed amendments to the International Bylaws your club would like to have presented at the international convention. Submit to the International Office by February 15.

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

Resources

Secretary's monthly checklist

January

- If desired, consider any proposed resolutions or proposed amendments to the International Bylaws your club would like to have presented at the international convention. Submit to the International Office by February 15.
- Examine, with club president, the first quarter club and board meetings; committee programs/projects; membership growth; member involvement; and involvement in division, district and international events and programs. Also review club budget and goals. Look for areas of success as well as needed improvements.
- Share with club members the international convention materials sent from Kiwanis International and encourage members to submit their registration and housing forms and to attend.
- File a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15. (US Clubs only)

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

February

- Reminder: Conduct the annual club meeting between April 1 and the second week of May (*Bylaws, Articles XI and XII*). The president must appoint a nominating committee five weeks prior to the annual club meeting.
- File a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15. (US Clubs only)
- By February 15, submit to the International Office any proposed resolutions or amendments to the International Bylaws.

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

March

- Review Kiwanis International award programs and district, division and club award programs. Is your club on target?
- Reminder: 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.*
- 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.

Resources

Secretary's monthly checklist

March (cont.)

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

April

- Finalize plans for delegates, alternates and other club members to attend the international convention.
- Conduct the annual club meeting / election of officers between April 1 and second week in May.
- Present the secretary's report at the annual club meeting.

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

May

- Submit the Annual Report of Club Election by June 1. Please note this process can now be completed online.
- 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.

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

Resources

Secretary's monthly checklist

June

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

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.
- The Annual Report of Club Election is due June 1. Election results must be filed with the district and International offices promptly.

July

- 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.
- Order Kiwanis International Foundation Fellow award for the 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.
- Meet with the 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.

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

July (cont.)

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

August

- Assist incoming president with plans for conducting club president's conference in October.
- Review Member Roster for upcoming year. Be sure to make any additions or corrections to member information. Please note this process can now be completed online.

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

Resources

Secretary's monthly checklist

September

- Review installation ceremony plans with president.
- Order any Kiwanis International awards earned by members.
- Review annual membership roster. Update this document online. Due prior to October 10.

For every club meeting:

- Work with the president to develop the agenda.
- Check with club meeting committee chairman for program information, setup needs and greeters.
- Take minutes.
- See that program presenters are thanked.

For monthly board meeting:

- Work with the president to develop the agenda.
- Send agenda, previous month's board meeting minutes and meeting reminder to board members.
- Sort correspondence, bills received, etc. for secretary's report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the end of the month:

- Submit club report online.
- Send membership information form for deleted members, new members or updates along with appropriate fees to Kiwanis International as soon as they are received. Please note this process can now be completed online.

October (following your term of office)

- 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!