

# 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.

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### 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.

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- Take minutes.
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## November (cont.)

*For monthly board meeting:*

- Work with the president to develop the agenda.
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## 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.

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- Take minutes.
- See that program presenters are thanked.

*For monthly board meeting:*

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### 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)

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- Take minutes.
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*For monthly board meeting:*

- Work with the president to develop the agenda.
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## 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.
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## 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.

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### March (cont.)

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*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.

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### 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.

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*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.
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## 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.

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*For monthly board meeting:*

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### June

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

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- Work with the president to develop the agenda.
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- Take minutes.
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- 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.

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## July (cont.)

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## 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.

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### 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.

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### 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!*