



SECRETARY

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Your diligence and passion inspired your fellow Kiwanians to give you one of the club's most important jobs. By maintaining accurate club and membership records, keeping official meeting minutes and making connections in the community, you'll keep your club informed and engaged. The information you submit will reflect the relative health and vibrancy of your club. Your club's leadership team will be stronger and more efficient, thanks to your communication skills and attention to detail.

RESPONSIBILITIES

The club secretary ensures club operations run efficiently 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, including minutes and attendance at all club and board meetings. As an officer of the club and a member of the board of directors, the club secretary can participate in all board discussions and vote on any question put to vote by the presiding officer. Club secretaries will find a list of resources at kiwanis.org/leadershipguide.

QUALIFICATIONS

- Willing to learn and use Kiwanis online reporting.
- Able to discern and summarize action items and key points from meetings.
- Attentive to detail.
- Organized.
- Understands the importance of deadlines.

DUTIES

- Manages and maintains club and membership records online.
- Makes club records available upon request.
- Maintains club's permanent files.
- Keeps minutes of club and board meetings.
- Acts as official contact for all club mail correspondence.
- Shares monthly report health indicators with club board members.
- Shares all communications received from Kiwanis International or the district as appropriate.
- Forwards the Club Insurance Resource Guide to the safety coordinator.
- Submits all official reports required by Kiwanis International, the district and the club.
- Ensures that the club follows current Kiwanis brand standards in its internal communications and public awareness efforts.
- Performs other duties as may be assigned by the president or board.
- Fulfills all other duties documented in the Standard Form for Club Bylaws.

REVIEW

1. Put a star next to the responsibilities and duties your club is doing well.

2. Circle the responsibilities and duties your club is not currently doing.

If you are struggling with any of the outlined duties, please reference kiwanis.org/leadershipguide.

FILES TO BE MAINTAINED BY THE SECRETARY

- All correspondence
- Convention information for the district and Kiwanis International
- Service Leadership Programs documents and communications

REVIEW

Where are these files located?

Who else has access to them?

PERMANENT FILES TO BE MAINTAINED BY THE SECRETARY

These files contain records to be passed on to the succeeding secretary or the custodian of the club's permanent records.

- Board meeting minutes
- Cancelled checks (seven years)
- Club newsletters
- Club meeting minutes
- Financial records and reports
- Background checks of Kiwanis advisors (seven years)
- Historic information and materials
- Invoices
- Recognitions such as:
 - ♦ Legion of Honor
 - ♦ Ruby K
 - ♦ Life member
 - ♦ Significant donations
- Lists of officers, directors and committees for each year
- Official documents related to club organization and incorporation
- Official documents related to club foundation, if applicable
- Other items of historical significance

Kiwanis International's online reporting system tracks many permanent records for your club, but this system has just been introduced in recent years. Be sure you have the last seven years of records in your files either electronically or in print.

- Annual club reports of past years
- Club bylaws
- Former members' entry and deletion dates
- 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

Kiwanis online reporting

The online reporting platform allows club secretaries to streamline administrative tasks for the club, district and Kiwanis International. Here are some of the benefits of using it.

- Submit nearly everything directly from your computer — no paper forms to mail, no postage to purchase.
- Add and save information for the monthly report as it occurs.
- Submit your monthly and annual reports easily.
- Edit information in prior months' reports easily.
- Look back at previous reports at any time.
- Compile monthly reports into a comprehensive year-end report.
- Automatically send reports to club leaders, your district leadership team, Kiwanis International and others you include on your email list.
- Update your club roster in real time by adding new members, deleting members and updating current member information. Data is synced with Kiwanis International's records.
- Give districts access to up-to-date information about club membership trends, websites, and meeting time, days and locations.
- Submit your club's voting delegates for Kiwanis International convention.
- Update club meeting time and location as well as signature project information that's shared with potential new members via the Find a Club locator map on Kiwanis.org and in the printed annual directory.
- Report your club elections results to immediately give those members access to resources.
- See your club's Service Leadership Programs, their current status, and the confirmation that background checks have been completed for those members involved with those programs.

Certain areas of online reporting are currently available in English, French, Dutch, Norwegian, Icelandic, Japanese, Mandarin, and Spanish and are being used in North America, Australia, New Zealand-South Pacific, Philippine Luzon and Malaysia.

THINK ABOUT IT

Are you consistently completing or submitting your monthly club report?

DID YOU KNOW?

The information in your report is accessible to your governor and lieutenant governor.