



Kiwaniis®

OHIO DISTRICT



2021-22 B. David Whiteman Outstanding Club Secretary Criteria

The 2021-2022. David Whiteman Outstanding Club Secretary will be presented during the Governor's Banquet at the 2023 Ohio District Convention. The winner will be selected using the points earned using the following criteria.

Training

The Club Secretary is required to attend Club Leadership Education prior to the start of 2021-22 Kiwanis Year. (5 points)

Attendance at Meetings & Conventions

- A. **The Club Secretary is expected to attend the Board of Directors Meetings of the Club.** (5 points for 100% attendance, 3 points for 90-99 % attendance, 0 points for less than 90% attendance)
- B. **The Club Secretary is expected to attend the Mid Year Education Day.** (5 points for attending)
- C. **The Club Secretary is expected to attend the Ohio District Kiwanis Convention.** (5 points for attending)
- D. **The Club Secretary is asked to attend the International Convention.** (5 points for attending)

Reports and Dues

- A. **The Club Secretary is expected to see that the Club's Annual District and International Dues are received to the International Office prior to the due date of December 1st.** (5 points for paying dues prior to the due date)
- B. **The Club Secretary is expected to file all 12 of the Monthly Reports online using Kiwanis Connect by the deadline of the 10th of each month.** (3 points awarded for each month filed online and on time)
- C. **The Club Secretary is expected to file the Club's Report of Elections online by June 1st using Kiwanis Connect.** (10 points awarded to filing the report online and on time)

Membership Growth

The Club Secretary is asked to personally sponsor new members into his/her home club. (5 points for each new member sponsored by the Club Secretary during the Kiwanis Year)

Foundation Contributions

The Club Secretary is asked to see that the club's contributions to Annual Club/ Birthday Gift Campaigns are forwarded to the Kiwanis Children's Fund and the Ohio District Kiwanis Foundation. (5 points for each)

In the unlikely event that more than one Club Secretary scores the identical number of points, the tie will be broken by determining which club's dues were received on the earlier date.