



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

The 2022-2023 Distinguished Club Secretary Program

- To qualify as a “2022-2023 Distinguished Club Secretary,” a club secretary must achieve **75 points or more**.
- The “2022-2023 Jay R. Broussard Outstanding Club Secretary” will be selected from the “2022-2023 Distinguished Club Secretaries,” based on the required letters of recommendation from the club president and the respective Lieutenant Governor.

1. TRAINING

The Club Secretary is required to be trained at a District/Division sponsored Club Secretary Training event held prior to the start of the 2022-2023 Kiwanis Year – or using the KiwanisOne “On-Line CLE” program. (5 points for attending a District sponsored Club Secretary training event prior to October 1, 2022)

2. MEMBERSHIP GROWTH

Each Club Secretary is asked to personally sponsor new members into his/her home club. (6 points for each new member sponsored by the Club Secretary prior to September 30, 2023)

3. ATTENDANCE AT MEETINGS & CONVENTIONS

- A. The Club Secretary is expected to attend the Board of Directors Meetings of the Club. (3 points for 100% attendance; 2 points for up to 90% attendance; 1 point for 80-90% attendance; 0 points for less than 80% attendance)
- B. The Club Secretary is expected to strive for perfect attendance at regular club meetings. (3 points for 100% attendance; 2 points for 90-99% attendance; 1 point for 80-89% attendance; 0 points for less than 80% attendance)
- C. The Club Secretary is expected to attend the Mid-Year Regional. (5 points for attending).
- D. The Club Secretary is asked to attend the District Convention in Lafayette, LA. (5 points for attending).
- E. The Club Secretary is asked to attend the International Convention in Minneapolis, Minnesota. (5 points for attending).

4. REPORTS & DUES

- A. The Club Secretary is expected to see that the Club’s Annual District & International Dues are paid by November 30, 2022. (5 points for paying dues on time)
- B. The Club Secretary is expected to file all 12 of the Monthly Reports on time using the KiwanisOne Connect Reporting System. (3 point for each monthly report filed on time on The KiwanisOne Connect Reporting System.
- C. The Club Secretary is required to file the 2022-2023 Annual Club Report by November 30, 2022. [NOTE: Secretaries using have automatically qualified for this if all 12 reports have been filed on the KiwanisOne Connect Reporting System] (5 points for reports filed on time)

5. FOUNDATION CONTRIBUTIONS

The Club Secretary is asked to ensure the club’s contributions to both of the Annual Club Gift Campaigns are forwarded to the Kiwanis Children’s Fund and to the Kiwanis District Foundation by September 30, 2023. (4 points for each)

6. SERVICE LEADERSHIP ORGANIZATIONS

As a Club Officer, the Club Secretary is asked to participate with any Kiwanis Service Leadership Programs sponsored by the club. The Secretary can either attend two meetings OR participate in two service projects of the sponsored club. (5 points for actively participating in 2 SLP sponsored meetings or service projects sponsored by their Kiwanis Club.)