



# Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

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## 2023-2024 Distinguished Club Secretary Program

- To qualify as a **2023-2024 Distinguished Club Secretary**, a Club Secretary must achieve a minimum of **80 points**.
- The **2023-2024 Jay R. Broussard Outstanding Club Secretary** will be selected from the **2023-2024 Distinguished Club Secretaries**, based on the required letters of recommendation from the Club President and the respective Lieutenant Governor.

### 1. Education Centered

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- A. The Club Secretary must be trained at an International/District/Division sponsored Club Secretary training event held prior to the start of the 2023-2024 Kiwanis Year (5 points)
- B. The Club Secretary is expected to attend the Mid-Year Education Conference. (10 points)
- C. The Club Secretary is asked to attend the 2023-2024 District Convention. (10 points)
- D. The Club Secretary is asked to attend the International Convention in Denver, Colorado. (5 points)

### 2. Membership Driven

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- 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 see that the Club's annual District & International dues are paid by November 30, 2023. (5 points)
- D. The Club Secretary is expected to file all 12 of the Monthly Reports on time (by the 10<sup>th</sup> of each month) using the Kiwanis reporting system. (5 points)
- E. The Club Secretary is required to file the 2023-2024 Annual Club Report by November 30, 2024. (5 points)
- F. The Club Secretary ensures that the club submits at least one (1) article per District Newsletter edition—4 articles total. (5 points)
- G. The Club Secretary should send a minimum of 1 communication to the entire Club weekly. (10 points—can be email, group text or social media group)
- H. The Club Secretary is responsible for keeping an accurate record of the Club's membership roster. Therefore, each Club roster should be assessed quarterly and adjusted if necessary. (5 points)
- I. The Annual Report of Elections should be submitted by the Club Secretary through the Kiwanis reporting system no later than June 1st. (5 points)

### 3. Service Focused

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- A. The Club Secretary is asked to ensure the Club's contribution to the LaMissTenn District Foundation's Annual Club Gift Campaign (at a minimum of \$5 per member) is made by September 30, 2024. (5 points)
- B. The Club Secretary is asked to participate in the Club's Kiwanis One Day project. (10 points)
- C. The Club Secretary is asked to participate in the Club's Signature Service project and, if eligible, report the project to Kiwanis International by the January 2024 deadline. (10 points)

### 4. K Family Oriented

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- A. As a club officer, the Club Secretary is asked to participate with any Kiwanis Service Leadership Programs sponsored by the club by attending two meetings OR participating in two service projects of the sponsored club. (5 points)