

Ohio District of Circle K International (ODCKI) 2024/2025

# Club Secretary Training

ODCKI SpOT 2024



## **Note:**

All underlined phrases contain links to intended content to help save time and answer questions

# Club Training Notes

All slides will be delivered to **ACTIVE ODCKI Clubs** for proper officer trainings.

If you have any questions, please reach out to [governor@ohiocki.org](mailto:governor@ohiocki.org)

# Club Secretary Training Agenda

- Introduction
- Overview / Responsibilities
- Meeting Minutes
- Monthly Report Forms
- Service Hours and attendance
- Questions?

# Introduction

- Name
- School
- Year in School
- Favorite Weather

# Overview / Responsibilities

# Club Secretary Overview

The secretary manages **all club records and documents details important to club operation**, including **meeting minutes and attendance at club and board meetings**.

**One of the secretary's most important duties is documentation of club activities and member involvement.**

- Accurate records lend to club credibility and viability
- This information helps incoming officers and committee chairs as they evaluate the success of past club activities and develop future goals.

# Club Secretary Responsibilities

## The secretary is responsible for documenting:

- Maintain all records, including club membership, dues payment and committee activity.
- Document club activity through meeting minutes.
  - Member attendance at meetings.
  - Minutes of club meetings and board meetings.
  - Member participation in club activities.
  - Service hours and administrative hours contributed by each member
- Submit Monthly Report Forms on the 5th of Each Month.
  - Example: The MRF for activities done in the month of May is due June 5th

# Club Secretary Responsibilities

Weekly Duties	Monthly Duties	Annual Duties
<ul style="list-style-type: none"><li>• Attend all meetings and compose official minutes.</li><li>• Respond to all correspondence within seven days and inform officers and advisors of the communication.</li></ul>	<ul style="list-style-type: none"><li>• Recommend agenda items to president for board of officer meetings.</li><li>• Attend board of officer meetings.</li><li>• Write monthly report and submit to the district using the Monthly Reporting Form (MRF) distributed by CKI.</li><li>• Forward newsworthy information to the district for publication.</li><li>• Publish a club newsletter (if club editor position does not exist)</li></ul>	<ul style="list-style-type: none"><li>• Obtain all files and information from immediate past secretary.</li><li>• Inventory all club property</li><li>• Create a filing system for club reports, newsletters and literature.</li><li>• Produce a club membership directory.</li><li>• Complete award forms for district and international contests.</li><li>• Help complete all delegate registration forms for district and international conventions.</li><li>• Acquaint incoming secretary with the position.</li></ul>



# Club Communication

# Communication Tools

There are a few different tools that you can use to easily send emails and maintain documentation:

- **MailChimp**: Marketing automation and email marketing platform
- **Google Drive**: Store, share, and collaborate on files and folders from your mobile device, tablet, or computer
  - **Google Sheets**: Create and collaborate on online spreadsheets in real-time and from any device.
  - **Google Form**: Easily create and share online forms and surveys, and analyze responses in real-time.

# Club Communication Roles

**There are a few key documents that are essential for club success that must be shared with your board and your members:**

- Club member directory
  - Full Name, Email, Gender, Expected Graduation Year, Club Role, Birthday
  - This is needed when adding members to the Kiwanis MUC
- Monthly reports (From executive board meetings)
- Club newsletter (From Bulletin Editor)
- Inventory of club owned resources

# Monthly Report Forms

# Monthly Report Forms (MRF)

This is a **REQUIRED** form that all clubs must submit to the district by the 5th of every month

- Tracks monthly service hours.
- Tracks membership participation.
- Allows your Lieutenant Governor and District Board to be aware of any issues your club may be facing.



# CIRCLE K INTERNATIONAL

MAKING THE WORLD BETTER ONE PROJECT AT A TIME

# Accessing the MRF

To **access the Monthly Report Form** visit: [www.circlek.org/MUC](http://www.circlek.org/MUC)

- If you have never accessed the MUC before, you will need to set up your own login credentials (see next page).
- If you have accessed the MUC before, enter the email listed in your member record and your password.



## Kiwanis Connect



Remember me

[Forgot Password?](#)

LOGIN

## ACCESSING THE MONTHLY REPORT FORM DASHBOARD

Look at the **red box** on the left of the screen. In this box you will see three icons:

- **Me:** which includes your profile information
- **Membership Update Cntr:** Clicking this icon will take you to the Membership Update Center where you can update your club roster and pay club dues.
- **Monthly Report:** Clicking this will take you to the Monthly Report form.

**Kiwanis** KEY CLUB CKI AKTION CLUB

Ball State University Sarah Hapner Sign Out

**Sarah Hapner**  
Ball State University(C72758) | Member ID: 00000 | [Edit Profile](#)

This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org) for assistance.

The Member Resources section of the KiwanisOne website has moved to <http://www.kiwanis.org/kiwanisone>. All reporting tools are accessible via the menu at left. The Annual Report is now a tab on the secretary dashboard (top).

**Background Checks**

Need a background check? The link below will connect you to the Safe Hiring Solutions' Safe Visitor application for Kiwanis background checks.

**STOP!** Before going further, please note: if you are needing a background check for the following purposes, do not use this link.

- Key Leader
- Key Club or CKI International Convention
- Governor-elect candidate
- International trustee candidate

If you are needing a background check for purposes other than mentioned above, please proceed.

The link below is encoded for use by Sarah Hapner, and cannot be shared. Please click this link to begin the background check process. The cost of this background

**Note:** You can disregard this information concerning Background Checks. This is specifically for Kiwanis clubs. However, since we are on the same platform, you will see messages such as this from time to time.



# Event Attendance/Hours

# Event Attendance Tracking

It is important to track all details of attendance at events.

- The easiest way to track hours and attendance would be with a spreadsheet
  - Include ALL attendees
  - Track the number of hours for the event and the name of the event

# Service Hours and Attendance Tracking

Make sure that your club reports all different service events, club meetings and finances to the google sheets form. Needs to be done after events are done. Make sure that the tracking is detailed because it will be used for award submissions.

This sheet should be used to log all meetings, service projects, K-Family events, and interclub events, as well as any fundraisers your club conducts.

For meeting type, you should put if it is an informational, social, or service meeting. If the meetings are multiple types you may list multiple types.

At the bottom right corner, we are asking for your club's financial balance around the beginning and end of each semester. This will help our board understand where each club is.

We are also asking that you update us on your club's total service hours at the same time you update us on your financial balance. This helps the board keep track of District S.

Do not worry about adding rows or columns or changing any of the formulas. I have this spreadsheet set to notify me of any changes, so I will see things in time to edit it for you.

Meeting Date			Meeting Type	Attendees	Fundraiser			Date(s)	Descr
EXAMPLE	January 1st, 2000	Service	6	EXAMPLE	Bake Sale	August 1- August 2nd 2020	We se	table hall	
<b>Total</b>			0						
Date	Service Project	Description	Duration(Hours)	Attendees	Hours				
		We made 8 tie blankets for a							

# Event Classifications

Every event has a classification, these are needed for accurate tracking and for awards.

These classifications depend on who is that the event and the purpose:

- **K-Fam:** At least two circle k members and two k-family members
- **Service:** Anything that helps others, even fundraisers
- **Social/fellowship:** things that benefit the group to bond
- **Interclub:** At least two CKI members from one club and at least two other CKI members from another club

# Parliamentary Procedure

# Parliamentary Procedure

Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions.

- Can make meetings more efficient
- Reduce the chances of council actions getting challenged for procedural deficiencies or being declared illegal.
- This is also known as Robert's Rules

# Basic Rules of Robert's Rules

- **Only one subject may be before a group at one time.**
  - Each item to be considered is proposed as a motion which usually requires a "second" before being put to a vote.
  - Once a motion is made and seconded, the chair places the question before the council by restating the motion.
- **"Negative" motions are generally not permitted.**
  - To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down.
  - The exception to this rule is when a governing body is asked to take action on a request and wishes to create a record as to why the denial is justified.
- **Only one person may speak at any given time.**
  - When a motion is on the floor, Robert's Rules outline a speaker order, allowing the mover of a motion to speak first, so that the group understands the basic premise of the motion.
  - The mover is also the last to speak, so that the group has an opportunity to consider rebuttals to arguments opposing the motion.
- **All members have equal rights.**
  - Each speaker must be recognized by the moderator prior to speaking.
  - Each speaker should make clear his or her intent by stating, "I wish to speak for/against the motion" prior to starting an argument.
- **Each item presented for consideration is entitled to a full and free debate.**
  - Each person speaks once, until everyone else has had an opportunity to speak.
- **The rights of the minority must be protected, but the will of the majority must prevail.**
  - Persons who don't share the point of view of the majority have a right to have their ideas presented for consideration, but ultimately the majority will determine what the council will or will not do.
  - Use parliamentary procedure as a tool, not a bludgeon.

# Motioning Basics

**Motion:** To introduce a new piece of business or propose a decision or action

- A motion must be made by a group member ("I move that.....")
- A second motion must then also be made (raise your hand and say, "I second it.")
- After limited discussion the group then votes on the motion.
- A majority vote is required for the motion to pass (or quorum as specified in your club bylaws.)



# Meeting Minutes

# Meeting Minutes

**All meeting minutes should have a certain structure to make sure all needed data is tracked:**

- The minutes should be broken up three sections
  - First Section (Meeting Information)
  - Body of Minutes (Subjects Discussed)
  - Last Section (Adjournment Information)

**Go to the Circle K International website for a sample of board meeting minutes.**

**These minutes should be emailed to AT LEAST all executive board members**

# Meeting Minute Structure

First Section	Body of Minutes	Last Section
<ul style="list-style-type: none"><li>• Type of meeting (club, board, regularly scheduled, specially scheduled).</li><li>• Name of participating organizations.</li><li>• Meeting date, time and location.</li><li>• Names of the chair (typically the club president) and secretary.</li><li>• Whether minutes of the previous meeting were approved as read or as corrected.</li></ul>	<ul style="list-style-type: none"><li>• Specify the motion exact words, the maker of the motion and the action taken: amended, passed, rejected, tabled or withdrawn.</li><li>• Describe how the motion was adopted or disposed of and whether the motion might have been debated or amended before being adopted or rejected.</li><li>• Also document secondary motions, such as a recess or fixed time to adjourn the meeting.</li></ul>	<ul style="list-style-type: none"><li>• Maintain attendance records for club meetings and activities.</li><li>• Coordinate all club correspondence.</li><li>• Respond to requests within seven days. Your response should be of similar tone to the request.</li><li>• Forward dues-invoice and membership forms to the district and international offices in conjunction with the club treasurer.</li><li>• Complete and submit all monthly reports through the Member Update Center and any additional forms required by the districts.</li><li>• Forward all registration forms for club participation in district and international events.</li><li>• Prior to each club meeting and board of officers meeting, recommend to the president a list of business items for the agenda.</li></ul>

# Meeting Minute Structure: First Section

**The first section of your minutes establishes who, when, and where your meeting is as well as confirms what direction your club plans to work towards.**

- Type of meeting (club, board, regularly scheduled, specially scheduled).
- Name of participating organizations.
- Meeting date, time and location.
- Names of the chair (typically the club president) and secretary.
- Whether minutes of the previous meeting were approved as read or as corrected.

# Meeting Minutes: Body of Minutes

**The body of the minutes records what happens during the meeting and what motions your club decides on:**

- Documentation of motions
  - Specify the motion exact words
  - Maker of the motion
  - Action taken
    - Amended, Passed, Rejected, Tabled or Withdrawn.
  - Describe how the motion was:
    - Adopted or disposed of
    - Whether the motion might have been debated or amended before being adopted or rejected.
- Document secondary motions, such as a recess or fixed time to adjourn the meeting.

# Meeting Minutes: Last Section

**The last section of your minutes serve as an adjournment of the meeting and tracks that all necessary actions are taken.**

- Maintain attendance records for club meetings and activities.
- Coordinate all club correspondence.
- Respond to requests within seven days. Your response should be of similar tone to the request.
- Forward dues-invoice and membership forms to the district and international offices in conjunction with the club treasurer.
- Complete and submit all monthly reports through the Member Update Center and any additional forms required by the districts.
- Maintain a file for committee reports.
- Forward all registration forms for club participation in district and international events.
- Prior to each club meeting and board of officers meeting, recommend to the president a list of business items for the agenda.

# Meeting Minutes

## WHO

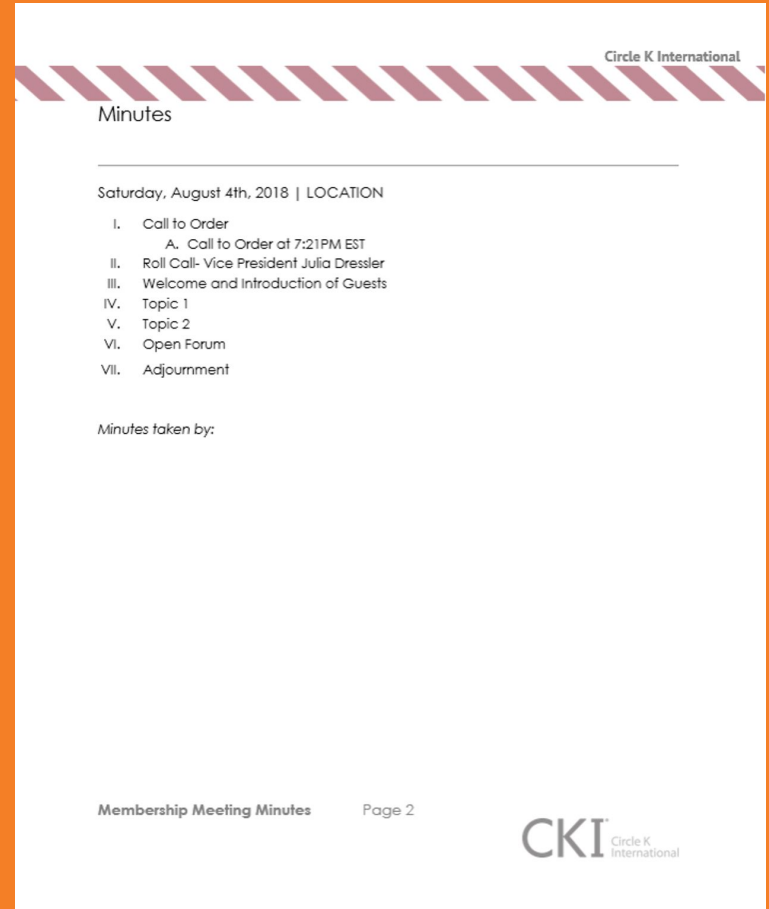
- Who is in attendance?
- How long were they there?

## WHAT

- What happened at the club and/or board meeting?

## WHEN

- Dates & times of events



# Secretary Report



# Reporting to the Board

**At each executive board meeting, the secretary should present a report of activities since the last meeting.**

**This report should include:**

- 1) Information about any correspondence received and/or distributed.
- 2) Report of meeting attendance and total member and guests participating in club projects.
- 3) Report on prospective new members.
- 4) Report of activities accomplished, such as the submission of dues, development of the club newsletter and monthly report.
- 5) Report monthly on the number of committee reports received.

# Other Important Information

# Communication Knowledge

Be sure to note who is supposed to be doing what; sometime, people may forget or be confused about what needs to be done and who is doing it.

In your meeting minute, you should note:

- Who is doing what?
- When does it need to be done by?
- What exactly do they need to do?

# Club Member Directories

**When receiving dues, be sure to note from general members**

- First Name
- Last Name
- Email
- Gender
- Expected Graduation Year
- Club Role
- Birthday

This information is needed for registration within the Kiwanis MUC and is needed for officers to use for communications and university databases.

# Legacy Information

**Have members that attended and planned events make a review of the event in question:**

- What went right?
- What went wrong?
- How could the event improve?
- Other notes?

These notes will be very important for future boards to help find new ways to improve on past events

# Questions?

# SMART Goals

# What are SMART Goals?

<b>Specific</b>	<ul style="list-style-type: none"><li>• A specific goal has a much greater chance of being accomplished than a general one.</li><li>• To set a specific goal, answer five detailed questions: who, what, where, when, why.</li></ul>
<b>Measurable</b>	<ul style="list-style-type: none"><li>• Establish concrete criteria for measuring progress (including target and completion dates) toward attaining each goal.</li><li>• When you measure progress and reach target dates, you stay on track for success.</li></ul>
<b>Attainable</b>	<ul style="list-style-type: none"><li>• When you identify your most important goals, you begin to figure out ways to make them come true.</li><li>• You develop the attitudes, abilities, skills and financial capacity to reach them.</li></ul>
<b>Realistic</b>	<ul style="list-style-type: none"><li>• To be realistic, a goal must represent an objective toward which you are willing and able to work.</li><li>• A goal can be both ambitious and realistic; you are the only one who can decide how high to aim.</li><li>• Be sure that every goal represents substantial progress.</li><li>• A high goal is frequently easier to reach than a low one, because a low goal exerts low motivational force.</li></ul>
<b>Timeline</b>	<ul style="list-style-type: none"><li>• Create a timeline for implementing your goals step-by-step.</li><li>• Setting deadlines motivates people and ensures projects are done on time and on budget.</li><li>• Make sure the timeline is realistic and flexible to ensure the goals can be achieved.</li></ul>