



CNH | KEY CLUB

Secretary Workshop



Hosted By:

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California-Nevada-Hawaii District Secretary

District Convention 2011 | Cali-Nev-Ha District



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GOALS FOR THIS WORKSHOP

- TO TRAIN YOU TO BECOME A GREAT CLUB SECRETARY IN THE DIVISION
- TO TEACH YOU ABOUT SECRETARY DUTIES
- TO GIVE YOU STRATEGIES ON HOW TO IMPROVE YOUR CLUB
- TO ASSIST YOU IN PREPARING FOR YOUR UPCOMING TERM



What is a Secretary?

- ❖ Administrative Officer in the Club
 - backbone of the club
 - liaison between the members and club officers
- ❖ Member of the Division
- ❖ A Leader



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Club Responsibilities



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Club Responsibilities

WEEKLY

- Attend all club and board meetings
- Take minutes during all meetings
- Attend club events
- Keep members informed
- Record members' service hours
- Organize all paperwork



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Club Responsibilities

MONTHLY

- Submit the club Monthly Report Form (MRF) to your Lieutenant Governor, Regional Advisor, and sponsoring Kiwanis Club by the 5th of every month
- Attend Divisional Council Meetings (DCMs)
- Provide service hour updates for members



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Club Responsibilities

YEARLY

- Meet with club officers to create goals and plan for the year
- Compile a club roster with the Club Treasurer
- Attend OTC, RTC, Fall Rally, District Convention, and other important events
- Submit the Annual Achievement Report
- Apply for the Outstanding/Distinguished Club Secretary
- Strive for District Tree recognition
- Assist the incoming Club Secretary with his/her duties



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Communication



You are to communicate with the following people:

❖ Your **Club Board**

- They are your main source of communication and it is important that you have strong relations with each of them.

❖ **Members**

- Since you will be recording their service hours, you should have a general sense of who each of them are.

❖ Immediate Past (IP) **Secretary**

- Ask her/him for help to train you before DCON.



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The Monthly Report Form (MRF)

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What is an MRF?

- one of the most sacred files you will handle throughout the year
- F.Y.I "MRF" stands for Monthly Report Form
- MRFs can be found on the CNH Key Club District website at cnhkeyclub.org where you'll download the MRF file (4 choices)

What to do with the MRF?

- fill in each section of the file throughout the year:
 - Roster
 - Annual Report
 - Project List
 - Election Report
 - Monthly Activity Reports
- submit the MRF to the LTG, Regional Advisor, and Sponsoring Kiwanis Club on time each month via email no later than the 5th of every month



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MRF

2010-2011				CNH					
Term	Club		Division	Region	District				
Name	Faculty or Kiwanis	Email	Preferred Phone						
Advisors									
Last Name, First	Position	Email	Preferred Phone	Committee	Grad Year	Member ID*	Mailing Address*	City*	Paid**
Club Members									

The Club Roster

- ❖ within your MRF file, you need to complete all sections in the Roster tab
- ❖ the club roster will call for a list of all members' names, phone #s, addresses, etc.
- ❖ it is designed to help you when tracking service hours and during dues collection
- ❖ ALWAYS keep a copy of the roster in your club records!



Membership Service Record										
Membership	Event -->									Total Hours
Copy/Paste from Roster	Date -->									
Ex Buzz Beehive		1	2.5	3	0.5	0.5	1	4		12.5
1										0.0
2										0.0
3										0.0
4										0.0
5										0.0



New Feature!

The Service Record

- ❖ This tab helps you record your club members' service hours.
- ❖ Use it to your advantage. It is not necessary, only helpful!!
- ❖ Fill out the information as shown on the tab.



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MRF

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CLUB OFFICER ELECTIONS

As per Key Club International Constitution & Bylaws, each Key Club may elect one President, one or more Vice President(s), one Secretary, and one Treasurer. Since there are various focus areas for vice presidents, the online report will also allow you to identify a focus area. Five slots have been provided for the vice president officers. If your club has more than five, please provide your Lt. Governor with the additional information. The club may elect or appoint the position of Editor. In addition, the specific role of the editor is no longer clearly defined due to changing technology and club needs. In order to accommodate the possibilities for the club Editor, the online report provides an opportunity to identify up to three editors with different focus areas.

DIRECTIONS FOR SUBMITTING ELECTION RESULTS

After the annual club elections have been completed, please submit your results online for the following advisor and officer positions: Faculty Advisor, Kiwanis Advisor, President, Vice President(s), Secretary, Treasurer, and Editor(s). In order to make this process easier for you to complete, all of the prompts for the online club officer report is listed below. Gather the information (name, graduation year, e-mail, and preferred phone number with area code) before beginning the online report. This sheet is set-up for you to report the information here or to print it out and use. The Lt. Governor may appreciate getting this information from here.

CLUB INFORMATION

	President	Vice President	Editor
Key Club Term	Name _____	Focus Area _____	Focus Area _____
Division	Grad Year _____	Name _____	Name _____
Region	Email _____	Grad Year _____	Grad Year _____
Club Name	Preferred Phone _____	Email _____	Email _____
Club Number (uses with 'H')		Preferred Phone _____	Preferred Phone _____
Kiwanis Sponsor			

Club Elections

- applies to the newly elected 2010-2011 club officers



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KEY CLUB					
California-Nevada-Hawaii District					
Annual Achievement Report for					
Task 1					
Task 1	Club Number	Task 1	Division	Task 1	Region
Task 1	Task 1	Task 1	Task 1	Task 1	Task 1
School Address	City	State	Zip Code	Phone	
Part One: Club Information					
Task 1	Task 1	Task 1	Task 1	Task 1	
President	Secretary	Faculty Advisor	Kiwanis Advisor		
Membership					
Previous Year: As of September 30	0	As of December 1	0	As of February 1	0
Average	0	Growth (B7)	0		
Sponsorship					
Sponsored by the Kiwanis Club of		Task 1			
Co-Sponsor of a Builder's Club or K-Kids?		No	(D4)	Provided a program for a Builder's Club or K-Kids?	
				No	(D6)
Club Administration					
CLUB MEETINGS					
How many club meetings were held, described as the following?					
During the Key Club year	0	Average meeting attendance percentage		0%	(A1f)
During school breaks (summer, holidays)	No	(A1c)	With a program or guest speaker		0
That were attended by the faculty advisor	0	(A1a)	That were attended by the Kiwanis advisor		0
Board Meetings	0	(A1e)	Special Meetings (banquets, etc.)		0

Annual Achievement Report

- completed at the end of the term
- most data transfers from previous reports
- submit to your Lieutenant Governor



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Task 1 Club Number: Task 1
Division: Task 1
Region: Task 1

Year Task 1

Part Two: Club Service Record

Instructions: One of the final steps of completing the Annual Report is to sort the club projects based on the highest number of service hours. By completing this step you will maximize the possible points allocated in the last section of the Annual Report.

Highlight the rows for all service projects (everything below the green line)
 Click on Sort & Filter
 Click on Custom Sort
 Identify the sort by "Column F" "highest to lowest" then "Column B" "month"
 Click on Okay.

The projects are now sorted by the "best" service projects for the year. Again, this information is used to complete the last section of the Annual Report.

#	Month	Year	Project	# Members	Service Hours
1	April	Select Term	From MRF	0	0
2	April	Select Term	From MRF	0	0
3	April	Select Term	From MRF	0	0
4	April	Select Term	From MRF	0	0
5	April	Select Term	From MRF	0	0

Projects List

- automatically transfers from month reports
- final step to generate the AAR report score
- follow sorting directions on MRF file



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California-Nevada-Hawaii District

Club Monthly Activity Report for
Input

Month April Select Term Club Number Input District Input Region Select #

Month Reports

- need to update every month
- 3 sections
 - Data Report
 - Projects Report
 - Narratives



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Data Section											
Membership Status											
Previous Year ¹	_____		Current ¹	0		New Members (add this month) ¹	_____		Date sent _____	Check# _____	
Currently has a district officer or committee member?					No		International officer or committee member?			No	
Sponsorship											
Sponsors fulfill obligations of sponsorship?			Yes		Co-sponsor: Builder's Club/KKids!		No		Provided a program for Builder's Club/KKids!		No
Attendance: Club											
	Week 1	Week 2	Week 3	Week 4	Week 5	Division/Region	(Y/N)	* Desert			
General Meeting (Due)						LTG communication this month	None				
Members Present #	0	0	0	0	0	Division Council Meeting	No	0			
Faculty Present (Y/N)	No	No	No	No	No	Kiwanis Division Meeting	No	0			
Kiwanis Present (Y/N)	No	No	No	No	No	Region Meeting/Event	No	0			
Guests Present (Y/N)	No	No	No	No	No	Officers Training Conference	No	0			
Program/Speaker (Y/N)	No	No	No	No	No	Pres & Sec at Training Conference	No	0			
Interclub (S/S/KF/KC)*	No	No	No	No	No	Advisor at Training Conference	No	0			
Board Meeting (Due)						Leadership Conference/Retreat	No	0			
Social/Special Mtg (Due)						Region Training Conference	No	0			
Kiwanis Mtg/DCM (Due)						Special Events		Candidate	* Desert	Advisor	
Members Present (Y/N)	No	No	No	No	No	Fall Rally	0				
Interclub Codes: *S=With Sponsor *KF=With Kiwanis Family (not sponsor) *KC=With another Key Club						Banquet: Club or Division	0				
Member Relations						Reports					
Newspaper issues this month!	0		Club Elections Report filed!		No	KeyLeader	0				
Member inductions?	No		Club Directory/updates filed!		No	Division Conclave	No	0			
Member training?	No		Articles submitted to Div./CNH!		No	CNH Convention	No	0			
Meeting held during school break!	No		Articles submitted to KCI!		No	KCI Convention	No	0			

Data Report

- obtain meeting information from minutes
- don't forget to mark whether sponsors fulfilled their obligations!
- attend DCMs and events to complete data
- ask your LTG if you need help with your club's current membership status 😊



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Projects Section																			
Project Title	Membership		Service										Funds						
	Total Member Hours	Total # of Members	Service Project	Project benefits CLUB	Ongoing Project	Division Project	District Project	Governance	Project/Focus	Project w/other organization	Major Emphasis Project	Project w/ Kowans	Spencer	Joint Project honored w/ Kowans	Project w/ Kowans Family	Foundation Project	Fundraiser	Funds Raised for Service - \$	Funds Raised for Club - \$
	0	0	Mark "X" for ALL categories that apply										Use accordingly						
1	0	0															0.00	0.00	0.00
2	0	0															0.00	0.00	0.00
3	0	0															0.00	0.00	0.00
4	0	0															0.00	0.00	0.00

Project Report

- projects can either be service projects or fundraisers
- if it is a social, you can include it BUT it does not receive any service hours
- mark X's for all categories that apply!



Project Report cont...

- **Project Report categories:**

- Service Project
- Project Benefits Club
- Ongoing Project
- Division Project
- District Project
- Governor Project: CMN
- Project w/ other organization
- Major Emphasis Project: Live2Learn
- Project w/ Kiwanis Sponsor
- Joint Kiwanis Project
- Project w/ Kiwanis Family
- Foundation Project
- Fundraiser



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Narrative Section

Club Snapshot

Share your club's achievements from this month. Share your successes, Member of the Month, and other great tidbits.

Club Snapshot – month overview; online recognition status!

Project Snapshots

1	Chair	_____	Hours	0	Funds Raised	\$0.00
<i>Project Description</i>						
2	Chair	_____	Hours	0	Funds Raised	\$0.00
<i>Project Description</i>						
3	Chair	_____	Hours	0	Funds Raised	\$0.00
<i>Project Description</i>						

Project Snapshot – summary of project 😊



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Questions? GO FOR IT!

- overview
- duties
- MRF



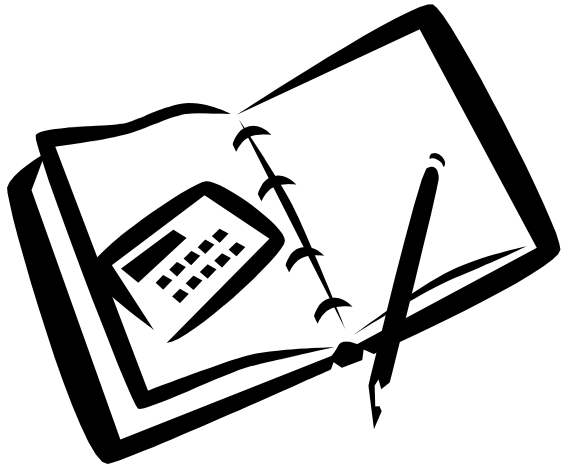
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Organization



Recording Minutes

- ❖ record EVERY club/board meeting!!
- ❖ keep the minutes organized and backed up with a copy in your files
- ❖ When taking minutes, remember:
 - include a date, time, and location for all minutes
 - always record who is holding/adjourning the meeting and at what time
 - stick to the facts; never state opinions!
 - type up your minutes AFTER the meeting
 - keep everything in present tense





Recording Service Hours

- ❖ continually record your members' service hours
- ❖ tracking service hours can be labor intensive...or a breeze! follow these tips:
 - make sign-in/sign-out sheets for events
 - create Microsoft Excel Spreadsheets
 - have members keep hour logs and set a deadline for them to submit their hour logs
 - post updated service hours weekly/monthly at club meetings or on the club website



Tracking Files

- ❖ remember to track all the files you accumulate during the year
- ❖ i.e. Board Meeting Agendas, Club Events/ Request Forms, Club Meeting Agendas, DCM Agendas, Divisional Events, Members' Service Hours, Workshop Literature, miscellaneous, etc.





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Tips and Resources



Helpful Tips

- ❖ Stay organized throughout the year. Organize all the mounds of paper/electronic work in files.
- ❖ It may be helpful to create a file labeled: "KC Secretary 2011-12" for all the work you accumulate during the year.
- ❖ Do not procrastinate on MRFs!! This means waiting till 11:00 PM on the 4th of the month to scramble and fill out the MRF.
- ❖ Ask your President, IP Secretary, and LTG A LOT of questions!
- ❖ Try making a checklist when you have a lot of tasks, then check off each task when you're done. You'll feel really good afterwards!!



Resources

As a Key Club officer, you have access to many helpful resources. Below are website links and a list of people who can assist you and provide you remarkable information throughout your term.

❖ Helpful Websites

- www.keyclub.org
- www.cnhkeyclub.org
- your club's website

❖ Who to Contact

- Key Club President/Officers
- Key Club Faculty Advisor
- Kiwanis Advisor
- Lieutenant Governor
- Divisional Secretary/ Assistant
- District Secretary
- Other Club Secretaries





Secretary Reflector!

Utilize your resources during your term and become a part of the CNH Secretary Reflector. Here, you can post questions/comments and receive reminders and advice from your fellow secretaries and District Secretary Breigh!

<http://googlegroups.com/group/cnh-kc-secretaries>



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Questions?
GO FOR IT!

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Thank you for listening!

Helpful websites:

www.cnhkeyclub.org

www.keyclub.org

Contact information:

District Secretary Breigh Dang

cnhkc.ds1011@gmail.com

(714)852-9027

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