



section 1
**DUTIES OF A
CLUB SECRETARY**

--- weekly ---

Proactive planning is KEY when you are a club secretary- given your various responsibilities. In order to better help you juggle your tasks- here is a comprehensive outline of your duties as a club secretary on a weekly, monthly, and annual basis.

- ❑ Attend, record attendance, and take minutes at Club and Board Meetings
 - ❑ If not at event themselves, then they must ensure the event chair records attendance
- ❑ Attend Kiwanis Club Meetings & Division Council Meetings
- ❑ Frequently communicate with club board, LTG, and advisors
- ❑ Attend Club and Division events
 - ❑ Record attendance at club and division events
- ❑ Update and organize files and records
- ❑ Check email for important updates from LTG, District Executives, or advisors
- ❑ Keep track of members' service hours and fundraising proactively

--- monthly ---

- ❑ Attend Division Council Meetings (DCM)
- ❑ Attend Kiwanis DCMs
- ❑ **Complete and submit the Monthly Report Form (MRF) by the 5th of every month @6:00 PM Local Time**
 - ❑ Some divisions have an early deadline which is a few days before the hard deadline of the 5th which you should try to make!
 - ❑ Submit to the LTG using your division's preferred submission method (Google Form, Email, etc.)

--- annually ---

- ❑ Complete at least 50 hours of service to be a member in good standing
- ❑ Work with your club board to come up with an annual plan
- ❑ Set membership, service, and fundraising goals for your club with your board
 - ❑ Aim for a membership increase of at least 10%!
- ❑ Attend Officer Training Conference (OTC), Region Training Conference (RTC), Fall Rally, Conclave, and District Convention (DCON)
- ❑ Fill out and submit the results of the Member Recognition Program (MRP) and Annual Achievement Report (AAR) to your Lieutenant Governor
- ❑ Aim for District Tree Recognition (See Recognition on pg. 25)
- ❑ Apply for Distinguished Secretary (see Recognition on pg. 231)
- ❑ Submit elections results of the 23-24 board to LTG
- ❑ Train your Secretary Elect before District Convention 2023!