Duties of a Secretary

CNH KIWIN'S Membership Resources

A good secretary is essential for any KIWIN'S club if it is going to function in successful and efficient way. The office of the secretary is one of the most demanding in the KIWIN'S organization. In the hands of the secretary are all of the records, files, and details that are important for the smooth operation of the KIWIN'S club.

Official Club Records

- As secretary, you are in charge of keep all club records. Here is a list of things you should have:
    - Club bylaws
    - District bylaws
    - Manuals
    - Club's Charter and Charter Membership List
    - Club roster containing the following for each member: full name, home address, phone number, birthday, date of joining KIWIN'S (month, year) and other interests
    - List of Committee Chairs
    - Committee reports
    - File of District and Divisional Newsletters and correspondence
    - All minutes from club meetings and board meetings
    - Membership forms

Weekly Duties:

- Take minutes of all business meetings. Your notes should include:
    - Time of call to order and adjournment
    - Treasurer's report
    - Speaker and subject, or other types of programs carried out

    - Outcome of voting
    - Names of members and other present
- Report to President old business that must be reviewed by the club
- Advise the President on matters concerning the club
- Read any correspondence received
- Forward Lieutenant Governor's correspondence to President
- Call meeting to order in the absence of the President and Vice-President and elect a temporary chairperson.

Monthly Duties:

- Complete and email your club's monthly report forms on time.
- Take minutes at your monthly board meetings.
- Check to see that project reports are completed on time.

Yearly Duties:

- With the help of your President, fill out your Annual Report.
- Fill out membership, contest entry, and convention registration forms.
- Brief the Secretary-elect of his/her duties.
- Notify the Lieutenant Governor of next year's officers as soon as possible.
- Monthly Reports:
    - One of the duties of a Secretary is to complete the electronic Monthly Report Form (MRF). A properly completed report is impressive to his/her Lieutenant Governor, and also makes them easier for them to file. Most importantly, send them out on time. For more information on how to fill out a report form, please refer to the MRF manual found on kiwins.org.

Source: Key Solutions—Key Club membership resources