

## **Secretary**

The club secretary ensures club operations run efficiently and manages many of the details that make the club experience great. The club works closely with the president and board of directors. The secretary may be an elected officer or appointed and can participate in all board discussions and vote on any question put to vote by the presiding officer.

### **Responsibilities:**

- \*Management of all club records, including minutes and attendance at all club and board meetings
- \*Manage and maintain club and membership records on-line
- \*Make club records available upon request
- \*Maintain club's permanent files
- \*Share all communications received from Kiwanis International and the District as appropriate
- \*Forward the club Insurance Resource Guide to the Safety Coordinator
- \*Submit all official reports required by Kiwanis International, the District, Division, and Club
- \*Order merchandise from the Kiwanis Family Store
- \*Ensure that the club follows current Kiwanis Brand standards in its internal communications and public awareness efforts
- \*Performs other duties as may be assigned by the President or Board
- \*Encourage Inter-clubbing especially within the Division
- \*Implement a succession plan for future leaders to ensure a seamless transition
- \*Communicate regularly with club members about club business and activities
- \*Reward and recognizes member and committee achievements
- \*Attend Division Council Meetings, Mid-Year Education Day, Kiwanis International Convention, and District Convention, as well as encouraging officers and members to also attend
- \*Work with Lt. Governor to strengthen the club

### **Kiwanis Secretarial Reports - What they Are & Why they are Needed**

**1. Monthly report** - Even though the format here has changed over the years, it is extremely important to submit this report by the 10th of the month following reporting month. For example, the January report would need to be submitted by the 10th of February.

This report is part of the Distinguished criteria used by the Ohio District and Kiwanis International for determining at least some of the awards. The report includes membership count, how often your club met, any interclubs, which service projects you did during this time period, any fundraising. This report is also available in pdf format if you wish to send to club officers.

Also when you do this report, it compiles all your information for you for any type of year-end report that might be submitted to KI; and also it is easy to compile this data for the president to report on to the board at any time.

**2. Election of Officers** - According to KI bylaws, this report must be submitted by June 1 to KI. The information provided here then is forwarded to both Kiwanis International and your Ohio District office to compile the names, phone, and email for officers of the coming year. This ensures that all officers get the most current and up to date information asap. This report is filed through the Secretarial Dashboard.

**3. International convention** - Naming of club delegates - This report is filed through the Secretarial Dashboard and goes to Kiwanis International. The secretary also has the option of making hard copies (a good idea) for all delegates to convention. For International, each club is allowed two delegates and two alternates. Past Governors, treasurers and some others often serve as Delegate at Large. Usually this report is due by April 30.

**4. District convention** - For district convention, each club is allowed three (3) delegates and three alternates. This form usually comes in a mailing from the District secretary, although I believe this is also available on the district website. Again, it is a good rule of thumb to make copies of this report and give to the delegates. If changes are needed on site, either the District secretary/Executive director or the sitting District Governor can approve these changes.

#### **OTHER PERTINENT REPORTING INFORMATION:**

1. **The 990 form**, which is required every year by February 15, is usually submitted by the treasurer, but can be submitted by a secretary/treasurer if that position is combined. Basically, this is an IRS report stating funds raised, what might be donated, levels for all this. Just consider it is government required and do it!!! You will be reminded in the Secretarial dashboard to submit this if your treasurer has not done so.

**2. Statement of Continued Existence** - Each club must file this report with the Secretary of State annually, usually the first of the Kiwanis year.

**3. Updated Club Roster** - KI usually says this form is due by October 10, but a good rule of thumb is that this roster be submitted to KI between October 1 and 10. Essentially this is your cleaned and scrubbed list of those who will be continuing with your club for the new year; it is the list upon which your invoicing is based! It is crucial to submit this list.

**4. Club Budget** - KI states that this document is due October 1, although I have also heard it is due no later than Oct. 15-30. Again, the earlier in October you can do this, the better.

**SECRETARIAL DASHBOARD** - The Secretarial Dashboard is one of the most important tools that you have available to you. It allows you to not only do the monthly report, but it also compiles the annual report; has sections for you to check and report on training for club officers; to check and submit your election of officers report; and perhaps most importantly, there is a financial segment to this area, known simply as "Finances". Here you can check and see if your club is up to date in dues payment; if not, the system will tell you what is owed and how and where to pay. This is also important if you submit a new member - once you enter that individual, you are billed new member dues and the

report appears easily in the dashboard, for your use or payment; or a pdf form that can be sent to the treasurer for payment.