



Duties of a club secretary

A good secretary is essential for every Key Club. Secretaries have one of the most demanding roles in the Key Club organization because the secretary manages all of the club's records, files and details. The best way for a secretary-elect to begin his or her term is to watch and learn from the current club secretary. He or she will be able to give advice about how to best handle the job. It may be beneficial to set up time to meet with the current club secretary to ask questions or solicit advice.

Duties and responsibilities

Secretaries must be prompt, organized and efficient. This means that the club's records must be kept up to date and orderly. The secretary's Key Club record file should include the following:

- Club bylaws
- Key Club guidebook
- District constitution and bylaws
- Club timeline
- Minutes of all club meetings, both regular all-membership meetings and club board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Copies of the club's current and past annual dues submissions
- Club roster with the following information for each member:
 1. Member's full name, home address, phone and email address
 2. Date of birth
 3. Date of joining Key Club
 4. Committee assignments and offices held in Key Club
 5. Favorite types of service projects and fundraisers to do
 6. What he or she wants out of Key Club
 7. Non-Key Club hobbies
- Names and addresses of current Key Club officers
- Copies of current and past Key Club magazines and district publications.
- Complete set of printed material and Key Club literature.

The items listed above are those normally found in well-organized and updated Key Club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or call the appropriate source for copies.

The secretary should record the following at each all-membership Key Club meeting: Number of members present, names of those absent, list of guests and the name of the presiding club officer.

a Kiwanis-family member

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