

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Duties of Club Secretary

A good secretary is essential for any Key Club if it is going to function in a proper way. The office of the secretary is one of the most demanding in the Key Club organization. In the hands of the secretary are all of the records, files, and details that are important for the smooth operation of the Key Club. The best way for a secretary-elect to start is to watch and learn from the present club secretary. He/she will be able to give advice and hints on how to best handle the job. A secretary needs to be prompt, neat, and efficient.

Duties and Responsibilities

Responsible for Key Club records. This means that the secretary must be organized in his/her approach, and Key Club records must be kept up to date and in good order. The secretary's Key Club record file should include the following:

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Minutes of all club meetings-regular and board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Club roster having the following information for each member:
 - Member's full name, home address, phone, and e-mail address
 - Date of birth
 - Date of joining Key Club
 - Committee assignments and offices held in Key Club
 - Chief interest in Key Club work and chief interest in sports and hobbies
- Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications.
- Complete set of printed material and Key Club literature.

The items listed above are those normally found in up-to-date 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 phone the appropriate source for copies.

The secretary should record the following about each regular Key Club meeting: Number of members present, names of those absent, list of guests attending and presiding officer.

a Kiwanis-family member

keyclub.org

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