

How to Be An Outstanding Club Secretary

2019-2020 // MICHIGAN DISTRICT OF KEY CLUB

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KEY
CLUB®

What Even Is Key Club?

“We don’t make keys. We open doors.”

CORE VALUES OF KEY CLUB INTERNATIONAL

LEADERSHIP // CHARACTER BUILDING // CARING // INCLUSIVENESS

KEY CLUB PLEDGE

“I pledge, on my honor, to uphold the objects of Key Club International; to build my home, school, and community, to serve my nation and God; and combat all forces which tend to undermine these institutions.”

BRANCHES OF THE KIWANIS FAMILY

- A. Key Club (High School)
 - a. The largest student led organization in the world
- B. Kiwanis (Adult Life)
- C. Key Leader (an AWESOME weekend-long conference)
- D. Circle K (College)
- E. K-Kids (Elementary School)
- F. Builder’s Club (Middle School)
- G. Aktion Club (for the disabled/crippled)

SECTION I

Life Management & More

“Change isn’t just a word. It’s an action.”

Time and stress. For some of us, we might lack one of these and possess heavily the other. But that’s okay. Here are some strategies to reduce stress (from Key Club to school) and to utilize time more effectively.

- **LET POSITIVITY OVERRULE YOU.** Have a good laugh, and talk to someone. Enjoy yourself and be happy!
- **LEARN TO FORGIVE.** If you are upset with someone, you need to accept them for who they are and forgive them for their mistakes. Forgiveness = happiness.
- **HAVE A GAME PLAN.** Carving out extra time for whatever needs to get done is “key” for success and optimal happiness.
- **KNOW YOUR LIMITS.** If you are involved in too many things at once, give some time to yourself and take breaks. If it’s too much, take yourself out of those situations.
- **ESTABLISH GOALS.** Using SMART goals builds determination for you to become better and allows you to achieve what you want/need.
- **REMOVE DISTRACTIONS.** Get in your zone, and get focused.

Membership Recruitment

It’s essential to recognize that membership recruitment is not easy. It requires enthusiasm, determination, and creativity. Therefore, emphasizing growth is important, because it will bring your club an enhanced ability to raise funds for charity, and serve your community through special activities.

SECTION II

So... what do we do?

1. Establish goals & follow through with them
2. Consider past problems, and develop approaches to fix them
3. Emphasize attendance, participation, & engagement at meetings
4. Make meetings worthwhile
5. Provide valid purpose & agenda to the meetings
6. Spread the importance of service to your school

Key Club Secretary Duties

“Leadership is the capacity to translate vision into reality.”

Why are club secretaries of value in Key Club? Because they organize all club files and manage all records. In addition to this packet, remember to listen to all advice of your past club secretary.

What does a club secretary do after all?

- **Maintain** the record file of your Key Club. Remember that it must be organized and include the follow items:
 - District & club bylaws, district constitution, Key Club guidebook
 - Timeline of your Key Club progress
 - Committee details (reports/list of committee)
 - Minutes of general and board meetings
 - Club's past Annual Achievement Reports
 - Contact information of current Key Club officers
 - All Key Club International & district literature
 - Current & past annual dues submissions
- **Record** detailed club minutes (notes) with important information
- **Complete** Monthly Report Forms, Election Report Forms, and AARs
- **Develop** a club roster with personal information of all club members & involvement
- **Utilize** SMART goals to develop new approaches for club success
- **Take attendance** at meetings using a digital/physical system
- **Contact** your Lieutenant Governor with reminders regarding divisional meetings, and your District Secretary on questions regarding MRF & ERF completion
- **Update** your Key Club's membership roster (TIP SHEET located [HERE!](#))
- **Establish** effective lines of communication with your board, and share ideas through a group chat
- **Provide** recognition to board/club members with outstanding attendance, participation, & execution for service
- **Create** a survival guide binder for your successor with this information

For more information, go to <https://www.mikeyclub.org/officer-resources>.

SECTION III

Key Club Secretary Timeline

“I want it, I got it”

Weekly Duties:

- Attend club, board, and Kiwanis club meetings
- Record detailed meeting minutes in a Google Doc/PDF file that is concise but contains all necessary detail from meeting
- Attend club functions/events, and take note of how successful they were, how many people showed up, and other details
- Create and provide sign-up sheets for events at meetings for members with boxes to indicate name, email, phone number, etc
- Attend divisional events such as interclubs & DCMs
- Communicate with your board, members, and LTG
- Update all records on file
- Keep track of attendance at each meeting, include in your minutes

Monthly Duties:

- Complete your DIGITAL MRF, and email your LTG and District Secretary with any questions

Annual Duties:

- Attend your divisional OTC and receive training from your LTG
- Assess the primary problem at hand by developing solutions, with the help of SMART goals. Take small steps at a time, by using club resources, advertising if necessary, and being creative
- Submit your annual Election Report Form (ERF) after your elections have been held to your LTG and District Secretary (physical & digital)
- Update your membership roster using keyclub.org/MUC
- Assist the upcoming secretary & prepare a survival binder

How to Take Attendance

“Smile and the world smiles with you.”

Like a boss, too. Not only is taking attendance a part of your duties as club secretary, but it also takes count of the active members in your club. Taking attendance in a complex, organized manner definitely peaks member feedback. So, here are some tips that you can use to take attendance like a “boss.”

Surveying

Provide some sort of form where members sign-in for their annual meetings. In this survey, be sure to ask questions of their Key Club experience.

Ask them questions involving: quality/quantity of events; making new friends; how many activities they have done this month; and funniest moment of the month.

Engagement

Remember that you must develop agendas/minutes for your meetings. Plan engaging activities while taking attendance. Table by table, do an energizer, and offer prizes to the most passionate member of the group.

Remember to include these agendas online, and to take pictures/Boomerangs that you can post online to engage your members on what they missed.

Interaction

Give members a purpose to come to meetings. Allow members to interact during fundraisers, events, and meetings.

Increasing overall communication is beneficial to your club members; you get to know what went good with the meeting, while the members make new friends and have an overall good experience.

Networking

Get to know your members so that, when you take attendance, you can offer extra resources to those who may not make this week’s meeting. Creating a meaningful member relationship is important because you are serving your home, school, and community as club secretary. You need to get to know your community to the point where you are always by its side when it needs you.

What are M&Ms? The candy?

“If we give a little love, maybe we could change the world.”

No, they are not candy. They stand for Monthly & Minute Reports! This is one of the most important duties that you have on the club board: submitting monthly and annual report forms. Why are they important? Because they provide crucial information that verifies your club activity to the District Secretary & your Lieutenant Governor. This information includes: the meeting minutes of your club, events, and updates in the club/board.. Read the tips below to see how to submit your Monthly Report Form.

- **MRFs seem intimidating. They're not.** All they really ask is for meeting minutes/agendas, club event details, and changes in membership/board.
- **These sections don't need tons of info.** Simply follow the instructions, and you'll be on your way.
- **Yes, these forms are required for all club secretaries.** Remember that we have now switched **COMPLETELY** to the digital Monthly Report Form, that can be found [here](#).
- **Can I still use the 2018-2019 Google Form? No.** This form will be closed starting May 1st for all club secretaries. This means that you must start using the 2019-2020 form IMMEDIATELY!
- **What if I submit my monthly late? That's okay.** HOWEVER, your club will no longer qualify for the 100% Monthly Submission award at SLC. So, try to get those monthlies in on time!
- **Where did the Activities Report Form go?** It is now EMBEDDED in the Google Form. You no longer need to submit a PDF/Google Doc of this form. Follow the instructions, and remember to complete it carefully.
- **What is the Minutes Report Form?** This form you may use for submitting your minutes/agendas/meeting details into that section. You do not need to follow this format, as it is a template that one can use if they pleased. Click [here](#) to locate the Minutes Report Form.
- **I'm confused. What do I do?** You have two options. Continue reading until the last page for some AWESOME tip/instructions resources. Then, contact me at secretary@mikeyclub.org for more information.

For more information, go to <https://www.mikeyclub.org/e-board>, and scroll to the Secretary portion.

SECTION VI

What are ERFs?

“Hey, what happened to the butterflies?”

ERFs, also called Election Report Forms, are the items that your Lieutenant Governor CONSTANTLY bugs you about. Why are these important? They collect your club board's contact information that I use in order to ensure to the Michigan District of Key Club that your club is active and has elected the new club officers for the upcoming service year. For more information & updates, please read my main points below.

- **ERFs also seem intimidating, but they aren't.** Just fill in all the blanks with the information it asks for (including phone numbers, names, and emails). **Remember that these forms are required for all clubs.**
- **School ended and I forgot to fill our club's ERF. What now?** Have a call with your club officers to fill it together, or text your officers to retrieve their information. Remember to get in contact with your Faculty/Kiwanis advisor with their information as well.
- **What other info do I need?** School location, principal, meeting time & place, & sponsoring Kiwanis club.
- **Are there both a physical & digital copy of an ERF? YES, YES, YES!!** Although the digital copy is more recommended, you can find both located [here](#), but remember to scroll to the Secretary portion to find both.
- **If I fill out a physical ERF, who do I send it to?** Send it to your Lieutenant Governor, and your District Secretary (secretary@mikeyclub.org).
- **What if there are changes in the club board?** Then, remember to email your LTG and your District Secretary with such changes, and with appropriate new contact information for officers.
- **What digital form shall I use for submitting ERFs?** Remember that the 2018-2019 will no longer accept responses starting May 1st. Click [here](#) for the digital form of ERFs.
- **When are ERFs due for submission?** ERFs for all clubs of the Michigan District are due by September 1st (excluding Fall Elections clubs).
- **After sending in our ERF, is there anything else I should do? YES.** Remember that when your club changes, you must change your club roster on the MUC. Tips on this are located on the next page.
- **I'm still confused. What do I do now?** Read the tips on the next page, and if they are of no help, then contact me at secretary@mikeyclub.org with any questions you may have.

MISCELLANEOUS

“And sometimes I feel like I’ve been here before.”

Tips Sheet for Monthlies: [CLICK!](#)

Tips Sheet for ERF Submission: [CLICK!](#)

Tips Sheet for Updating the MUC: [CLICK!](#)

Physical ERF: [CLICK!](#)

Digital ERF: [CLICK!](#)

Monthly Report Form (DIGITAL ONLY): [CLICK!](#)

Minutes Report Form: [CLICK!](#)

April Club Secretary Newsletter (*has crucial information on providing a successor binder/packet, VERY IMPORTANT, on PAGE 5!*): [CLICK!](#)



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"What are your goals?"

Inspire Others Towards Service
Assist all Club Secretaries
Provide Pertinent Resources



MICHIGAN DISTRICT OF
KEY CLUB