

HOW TO BE AN OUTSTANDING SECRETARY



2023-2024 Michigan District of Key Club
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WELCOME

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WHAT IS KEY CLUB?

Core Values:

- 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 world; and combat all forces which tend to undermine these institutions."



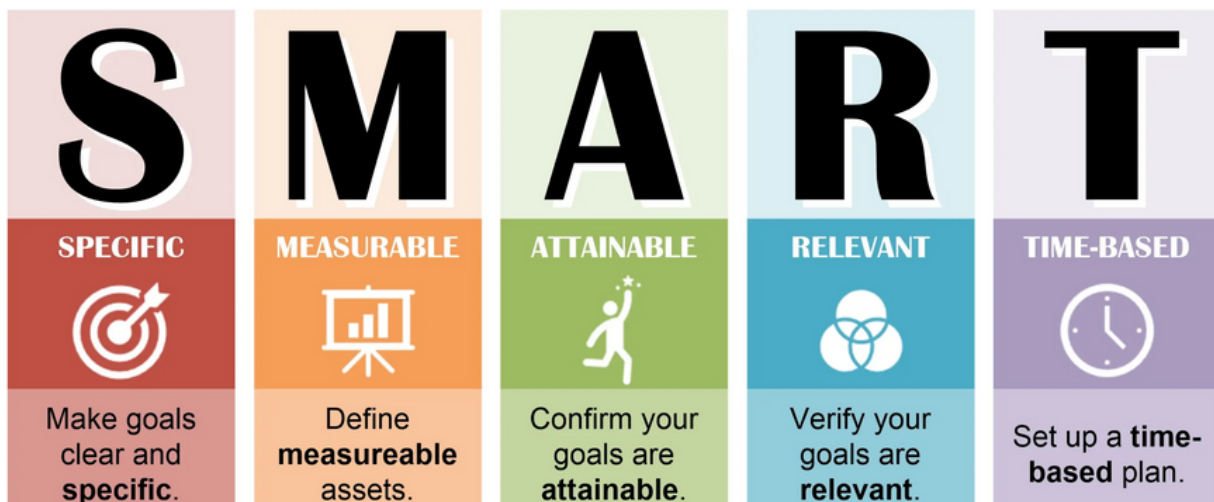
The K-Family

- A. K-Kids (Elementary School)
- B. Builder's Club (Middle School)
- C. Key Club (High School)
- D. Circle K (College)
- E. Kiwanis
- F. Aktion Club (For Adults with Disabilities)

ORGANIZATION & TIME MANAGEMENT

Tips to Make the Most of Your Term

1. Establish goals and follow through on them
2. Consider past problems that you encountered as a member or officer and develop approaches to fix them
3. Emphasize attendance, participation, & engagement
4. Make meetings worthwhile to members
5. Go into each meeting with a clear agenda and plan



General Organizational Tips

1. Prioritize what's most important to you
2. Don't over-schedule your days! Plan ahead to avoid burnout
3. Keep a planner (digital or physical) to track your goals and tasks

SECRETARY DUTIES

Club secretaries organize all club files and manage all records. In addition to this packet, listen to advice of your past club secretary.

01 Maintain the record file of your Key Club in an organized manner. Include the following items;

- District + Club bylaws, district constitution, Key Club guidebook
- Timeline of your club's progress
- Committee details (reports/ list of committees)
- 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

02 Record detailed minutes with important information

- Attendance records
- Brief description of any important announcements/events

03 Complete Monthly Report Forms, Election Report Forms, and Annual Achievement Reports

04 Develop and maintain a club roster and take attendance at all meetings

05 Contact your lieutenant governor with reminders about divisional meetings and your district secretary with questions about MRF + ERF completion

SECRETARY TIMELINE

Annual Monthly Weekly

- Attend club, board, and Kiwanis club meetings
- Record detailed meeting minutes at each club + board meeting
- Keep track of attendance at each meeting
- Attend club functions/events and take note of how they went
- Create and provide sign-up sheets for events at meetings
- Attend divisional events (inter-club service projects, divisional council meetings, officer training, etc)
- Communicate with your board, members, and LTG
- Update all records on file

- Complete your Monthly Report Form
- Email your LTG and District Secretary with any questions

- Attend your divisional OTC and receive training from your LTG
- Assess any problems within your club and develop solutions. Take small steps, use club resources, advertise, and be creative!
- Submit your annual Election Report Form to your LTG and District Secretary
- Update your membership roster at keyclub.org/MUC
- Assist the upcoming secretary + prepare a survival binder

SECRETARY TIMELINE

01

Elections + ERF

Congratulations on winning your election! Your first job as secretary is to report the results of your club's elections to the district board by submitting an Election Report Form.

02

Contact

Reach out to your Lieutenant Governor and District Secretary and introduce yourself. Feel free to ask any questions you may have as well.

03

Attend an OTC

Your Lieutenant Governor will hold an Officer Training Conference, which you should attend to receive training and learn how to effectively and efficiently do your job. These are usually held over the summer or in early Fall.

04

Take Minutes

When your club starts back up in the Fall, take meeting minutes and update the club roster to reflect any new members you gained since last year!

05

Attend Service Projects

Make sure to continue serving and attending service events hosted by your club throughout the year

06

Create a Survival Guide

Help the next secretary have a smooth transition by creating a transition guide or "survival guide" with important information about your club.

HOW TO TAKE ATTENDANCE

Not only is taking attendance a part of your duties as secretary, it also takes count of the active members in your club.

Survey

Be sure to ask your members questions about their Key Club experience to receive feedback that can be used in the future. Ask them questions involving: quality/quantity of events; making new friends; how many activities they have attended this month; their favorite Key Club moment from the month.

Engagement

Remember that you must develop agendas/minutes for your meetings. Plan engaging activities like ice breakers or energizers while taking attendance. Remember to include these agendas online, and to take pictures that you can post online to engage your members on what they missed.

Interaction

Give members incentives and a reason to come to meetings. Allow members to interact during fundraisers, service 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 miss a meeting. Creating a meaningful member relationship is important because you are serving your home, school, and community as club secretary.

M&MS

Monthly & Minute Reports provide crucial information that verifies your club's activity to the District Secretary and your Lieutenant Governor. This information includes meeting minutes, details about events, and updates about the club/board. I have compiled a list of tips to guide you in your Monthly Report Forms.

MRFs are very simple! Each one asks for the following info;

01

- Meeting minutes/agendas
- Club event details
- Changes in membership/board positions

02

Be concise

- Provide enough detail to get important information across, but excessive explanations aren't necessary

03

Yes, these are required!

- MRFs are due on the 1st of every month (except June, July, and August), and cover events that took place in the preceding month
- There is an award at SLC for 100% MRF completion!

04

What if I submit late? That's ok!!

- Submitting late is better than not submitting at all, but your club will no longer qualify for the 100% MRF award at SLC

05

What is the Minutes Report Form?

- This is a template meant to guide you in creating meeting minutes. You do not need to use it if you have another format you prefer but it is there if you want to use it.

Contact me at secretary@mikeyclub.org with any questions!

ERFS

An Election Report Form (ERF) is probably the most important form you will submit in your term, which is why your LTG keeps bugging you about it! ERFs collect your club board's contact information, which I then compile into the District Directory. Please see my main points below for more information.

- 01 ERFs are also very simple! Just fill in the blanks with**
- Names, phone numbers, and emails of all club officers and advisors
 - School address and principal
 - Meeting time + place

- 02 School ended and I forgot to fill out our ERF. What now?**
- Have a call with your officers and fill it out together, or text your officers to retrieve their information

- 03 What if there are changes in the club board?**
- You do not need to fill out a whole new form
 - Email yor LTG and the District Secretary with the change and new contact information

- 04 When are ERFs due?**
- The first deadline is June 15 to be included in the first District Directory
 - The deadline for the Fall Addendum is October 15
 - The deadline for the Winter Addendum is January 15

- 05 Is there anything else you should do after submitting an ERF?**
- Yes! Remember that when your club changes, you must change your club roster on the Membership Update Center

Contact me at secretary@mikeyclub.org with any questions!

MISCELLANEOUS TIPS

Tips Sheet for MRFs: [CLICK](#)

Tips Sheet for ERFs: [CLICK](#)

ERF 2023-2024 : [CLICK](#)

MRF 2023-2024 : [CLICK](#)



If you have any questions throughout the year, feel free to email, text, or DM me!



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