

# SECRETARY TRAINING

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Sibi and Kaleigh





# WHAT TO EXPECT

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- Establish and maintain organization systems for you clubs records!
- Record all minutes of club meetings
- File monthly reports and annual achievement reports
- Archive copies of current and past dues submissions
- Share and promote district and international publications and resources
- Document attendance of members and guest at meetings and projects
- Develop and maintain club roster with members information



# CHECKLIST

## **Weekly**

- Attend meetings (club, board, and Kiwanis)
- Record meeting minutes
- Attend Club events
- Create sign up sheets for volunteering and attendance
- Keep track of service hours and keep records up to date

## **Monthly**

- Attend any division trainings or events
- Club monthly report form (MRF)

## **Annually**

- Create goals for the year
- Annual report form
- District training
- Train new secretaries

# BE THE...

- Organizer
- Record Keeper
- Connector
- Communicator



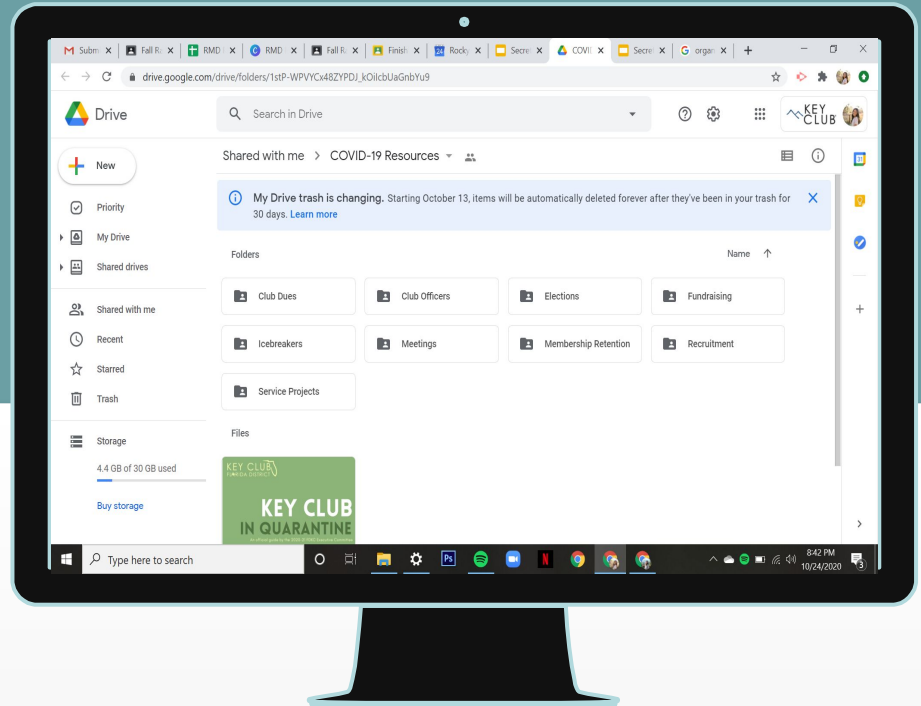
## RMD Key Club Website

- Visit [rmdkeyclub.org](http://rmdkeyclub.org) for more information and resources



## RMD Key Club Shared Drive

- Click [here](#) to access COVID-19 secretary resources





**Guides**

# GUIDES



## Meeting Minutes



### WHAT ARE THEY?

Meeting minutes are written records of all of your Key Club meetings. As club secretary, it is your job to take them!



### WHAT TO INCLUDE

Make sure to include the following: date, convene & adjournment time, attendance, matters discussed, decisions made



### SHARE THE MINUTES!

When you are done with taking meetings, share them with all club members, officers, advisors, and your Lt. Governor



### HELPFUL ADVICE

Create a template for meeting minutes at the beginning of your term and follow it each time. Be concise and keep good grammar



## Service Hours



### NAME OF THE SERVICE PROJECT

Record the name of the service project and what organization your Key Club is volunteering through



### DAY OF THE EVENT

Record what day the service project is taking place. You can also record the location if wanted



### START/END TIME & HOURS EARNED

Make sure to keep note of when the service project starts and ends, as well as how many hours a member earned if they attended.



### MEMBERS PRESENT

Record the names of each club member that attended the event. This way if someone forgets if they participated, you will have the answer!



**Examples**

# EXAMPLES



## Service Hours



Hour Log 2020-21 ☆ 📄 🌐

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	Name				
	A	B	C	D	E
1	Name	Grade	Minutes 1st sem.	Hours 1st sem.	
2	Alexander, Ellen	11		0	
3	Alexander, Maggie	11		0	
4	Balg, Hyder	12		0	
5	Benitez, Natalia	12		0	
6	Bhandari, Rasesh	9	120	2	
7	Bishop, Stella	11	180	3	
8	Boian, Elizabeth	11	180	3	
9	Bolton, Makenna	10		0	
10	Brandstatter, John	10		0	
11	Brar, Pushapman	10		0	
12	Buck, Haley	10	180	3	
13	Bus, Alexander	10		0	
14	Carson Byrce	11	60	1	
15	Carson, Kelsey	11	240	4	
16	Chang, William	10		0	



## Volunteering



Key Club Volunteering 2020-21 ☆ 📄 🌐

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	A	B	C	D	E	F
1	October 2020					
2	Event	Spray Bottle Filling	Spray Bottle Filling	A Precious Child donation center	A Precious Child donation center	Writing Letters for Senior Citizens
3	Deadline	10/5/20	10/7/20	10/4/20	10/4/20	10/9/20
4	Date	10/6/20 (tues)	10/8/20 (thurs)	10/5/20 (mon)	10/5/20 (mon)	10/9/20 (fri)
5	Where	A Precious Child	A Precious Child	A Precious Child	A Precious Child	Wanaka Lake Park
6	Job	Filling Spray Bottles for COVID relief	Filling Spray Bottles for COVID relief	volunteering in the donation center to help staff process incoming donations to stock the store	volunteering in the donation center to help staff process incoming donations to stock the store	Write a letter for a senior citizen at Landmark Memory Care and drop it off to us at Waukegan Lake Park in Lakeville on Friday October 9 anytime between 1pm and 2pm.
7	Time	1:30 pm- 4:30 pm	1:30pm-4:30pm	11am-1pm	1pm-3pm	1pm-2pm
8	# of People Needed	4 (max)	3 (max)	4 (max)	4 (max)	10
9	Officer(s) To Contact	Hadley Olsen	Hadley Olsen	Hadley Olsen	Hadley Olsen	Aishna Kumari
10	Who Signed Up	1) Sidd Narenddy 2) Ravhav Lamsal 3) So	1) 1) 2) Kalia Hendershot 3) Imran Razaq 4) Ashant Swain	1) Sanjita Bhaiji 2) Reema Patadia 3) Imran Razaq 4) So	1) Ainsley Crist 2) Haley Buck 3) Samuel Donahue 4) So	Air Tif Su So
11	HOURS ENTERED					5) Samuel Mitchell 6) Elizabeth Boon
12						6)



## Meeting Minutes

### 4/30/20 Officer Meeting:

Duration: 51 minutes(12:45-1:36)

- Aishna and Emily will work together to send out an email w/ google forms to the entire club: Remote Service Ideas and Service Hour Tracking Form
- Sophia will set up a new folder for this year
- New senior gift idea: Delivery TBD(possible service opportunity?)
- No more club meetings for the rest of the year
- Emily and Hadley will work on advertising remote service opportunities on Instagram
- Emily and Tiffany will work on senior gifts together
- Ideas for next school year:

- Use Google Calendar for updates and track who will attend the events they signed up for
- If distance learning continues, track # of service events each person has attended/completed instead of service hours?
- Plan out DCON committees and assign leaders in the first semester
- At each volunteering event there will be one person responsible for tracking attendance and report what happened. This will count for an extra service hour.
- Hours will be updated weekly
- Along with hours, the events that people sign up for should also be organized
- The treasurer will help with tracking hours as well via Google Sheets
- Each officer will be responsible for contacting a specific organization for volunteer opportunities
- Kiwanis Breakfast: maybe attend at least once per year?

### 6/4/20 Officer Meeting:

Duration: 30 mins (1:00-1:30)

- Reelection for President:
  - Email announcement to the entire club by tomorrow
  - Text members and promote election on Instagram
  - Videos must be sent to Emily by the 12th
  - Tiffany created a Google Form for voting
  - Voting deadline Jun. 19

\*Hadley is running for President-> Webmaster position will be open ONLY if she wins the election

- Summer Volunteer Opportunities:
  - Mandy will email A Precious Child about virtual volunteer opportunities for Fill A Backpack
  - Try to find outdoor service opportunities
- Other Notes:
  - Sophia will update our calendar w/ events
  - Tiffany and Emily are almost done w/ senior gifts

# Thanks!

## Any questions?

For more information, contact your Lieutenant Governor or  
[secretary@rmdkeyclub.org](mailto:secretary@rmdkeyclub.org)