

CLUB SECRETARY ANNUAL CHECKLIST

JUNE AND JULY

(before your term of office)

- Make plans to attend your Kiwanis district convention. When you go, you'll have a chance to take part in club secretary education, improve your skills and meet Kiwanis members from your region.
- Review report forms, board meeting agendas/minutes and club procedures for carrying out your responsibilities. Check out the resources at kiwanis.org/clubsecretary.
- Meet with the current club secretary to discuss the position and facilitate a smooth transition.

AUGUST

(before your term of office)

- Schedule an organizational board meeting and budget planning session with the incoming board and committee chairs by late September. Find a budget worksheet in the club secretary resources binder or at kiwanis.org/clubsecretary. Plan to adopt the club budget by October 1.
- Work with the incoming president to establish a mutually convenient time for a weekly discussion throughout the year for planning, problem solving and follow-up.
- Assist your incoming club president with committee assignments, organizing meetings and developing club goals.
- Assist the incoming president in scheduling and conducting the club president's planning conference before September 30.
- Create a club calendar that includes:
 - *Official due dates for reports and forms.*

- *A schedule of Kiwanis International, district, division and club activities and events.*
- *Service Leadership Programs events for SLP clubs that your club sponsors.*
- *Attend your district convention and participate in club secretary education. Take a copy of the club secretary workbook, found in the club secretary resources binder, with you.*

SEPTEMBER

(before your term of office)

- Review Kiwanis International, district and division award programs. Check out the awards and recognition link at kiwanis.org/clubsecretary for details.
 - Record scheduled dates of lieutenant governor's and governor's official visits to your club and club board meetings.
 - Communicate the board meeting schedule for the year to the club's board of directors.
 - Check that outgoing secretary has updated officers for the new year. Shadow the secretary as they make roster updates.
 - Make sure you have received the club secretary resources from your current club secretary by the end of the month and review contents. To check for updates and to prepare fillable forms, including the member activity report, go to kiwanis.org/clubsecretary after October 1, the date your term begins.
- Review and download sample board meeting agendas and meeting minutes formats at kiwanis.org/clubsecretary.
 - Consider any proposed resolutions or amendments to the Kiwanis International Bylaws that your club would like to have presented at the Kiwanis International convention. Submit your proposals to the Kiwanis International Office by October 31.
 - Check online to ensure that your club's meeting location, day, time and signature project are up to date on the dashboard (and that the club appears on the online club locator).
 - For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
 - For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
 - *Submit September's monthly report online by the 10th of the month.*

OCTOBER

- Finalize updates for your club's annual membership roster online by October 10 to ensure proper invoicing.



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NOVEMBER

- Review general liability insurance information with the club's board of directors. Club and optional insurance resource guides can also be found at kiwanis.org/liability.
- Check for the dues bill and get it to the treasurer (if that's club practice).
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Complete these items by the 10th of the month:
 - *Submit October's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

DECEMBER

- Ensure that the person in charge of communications, including your club newsletter, is receiving timely information on club, division, district and

Kiwanis International programs, projects and events to keep all members informed. Facilitate communication when needed. See that the communications person has up-to-date address lists.

- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Complete these items by the 10th of the month:
 - *Submit November's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

JANUARY

- Share Kiwanis International convention information with club members.
- Conduct your quarterly review of your member roster and make updates online.
- Help coordinate your annual club meeting between January 1 and

May 15. Be prepared to present your secretary's report.

- If you are also serving as club treasurer, file a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U.S. clubs only). Get information at kiwanis.org/form990.
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Complete these items by the 10th of the month:
 - *Submit December's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

FEBRUARY

- If you are also serving as club treasurer, file a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U.S. clubs only). Get information at kiwanis.org/form990.



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- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Complete these items by the 10th of the month:
 - *Submit January's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

MARCH

- Review Kiwanis International, district and division award programs. Is your club on target? Check out the awards and recognition link at kiwanis.org/clubsecretary for details.
- Report your club's two delegates and two alternates for the Kiwanis International convention to the Kiwanis International Office by April 30 on the delegate certification form, available at kiwanis.org/convention.
- Report your club's three delegates for your district convention to

your district office by the required deadline.

- Submit to your district office any business matters your club would like to propose at the district convention. Check with the district office to learn the proper deadline.
- For every club meeting:
 - *Work with your president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Complete these items by the 10th of the month:
 - *Submit February's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

APRIL

- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention. If you haven't already reported your club's two delegates and two alternates to the

Kiwanis International Office on the delegate certification form, available at kiwanis.org/convention, be sure to do so by April 30.

- Conduct your quarterly review of your club's member roster and make updates online.
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Complete these items by the 10th of the month:
 - *Submit March's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

MAY

- Submit the Annual Report of Club Election online by June 1.
- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention. Members may still register; see the



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registration form for instructions. Be sure the delegate certification form, available at kiwanis.org/convention, has been filed with the Kiwanis International Office.

- If you have already chosen your club's three delegates for your district convention, share their information with your district office by the required deadline.
- When you receive the annual club mailing from the Kiwanis International Office, look for updates for the club secretary resource.
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Submit these items by the 10th of the month:
 - *Submit April's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

JUNE

- The Annual Report of Club Election is due June 1. Be sure to file election results with the Kiwanis International Office and your district office online.
- Finalize plans for delegates and other club members to attend your district convention.
- Be sure you've reported your delegates to the district office.
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For the monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*
- Complete these items by the 10th of the month:
 - *Submit May's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

JULY

- Honor outgoing club leaders by making a donation in their names to the Kiwanis Children's Fund or ordering gifts from the Kiwanis Family Store.
 - *To ensure delivery in time for year-end ceremonies, allow three to six weeks, plus shipping time for items requiring personalization.*
 - *Delivery lead times may be longer if you wait until August or September to order.*
- Complete applications to honor club, division or district leaders with Life Member status.
- Meet with the incoming secretary to discuss duties and recommend areas for improvement. Work closely with the incoming secretary for the next few months and see that they attend club secretary education (before September 30).
- Conduct your quarterly review of your member roster and make updates online.
- Gather updated K-Kids and Builders Club membership numbers and updated faculty advisor information.
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*



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- *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
- *Sort correspondence, bills received, etc., for your report to the board.*
- *Take minutes.*
- *Collect committee reports.*
- *Complete these items by the 10th of the month:*
- *Submit June's monthly report online.*
- *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

AUGUST

- Assist your incoming president with planning for the club president's address in October.
- Update membership numbers and advisor information for K-Kids and Builders Clubs in the Secretary Dashboard.
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.*
 - *Sort correspondence, bills received, etc., for your report to the board.*
 - *Take minutes.*
 - *Collect committee reports.*

- Complete these items by the 10th of the month:
 - *Submit July's monthly report online.*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

SEPTEMBER

- Review installation ceremony plans with your club president. (See the president's resource section for more details.)
- Order Kiwanis International awards earned by members.
- Review and update your club's annual membership roster online by October 10 to ensure proper club invoicing.
- If your club would like to propose resolutions or amendments to the Kiwanis International Bylaws at the Kiwanis International convention, submit your proposals to the Kiwanis International Office by October 31.
- Update and pass on club secretary resources to the incoming club secretary by the end of the month. To check for updates, go to kiwanis.org/secretary.
- For every club meeting:
 - *Work with your club president to develop the agenda.*
 - *Check with the program committee chair for program information, setup needs and greeters.*
 - *Take attendance.*
- For monthly board meeting:
 - *Work with your club president to develop the agenda.*
 - *Send an agenda, the previous month's board meeting minutes*

and a meeting reminder to board members.

- *Sort correspondence, bills received, etc., for your report to the board.*
- *Take minutes.*
- *Collect committee reports.*
- Submit these items by the 10th of the month:
 - *Submit August's monthly report online. Determine when you'll submit your September monthly report: either by you (by September 30) or by the incoming club secretary (by October 10).*
 - *Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.*

OCTOBER

- Pass on materials and records to the incoming club secretary. The secretary is custodian of current records, reports and minutes. At the end of the year, file your club's records in permanent files. (See the detailed list of records earlier in this guide.)
- Congratulations on your year of excellence!



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