

# CLUB SECRETARY ANNUAL CHECKLIST

## JUNE-JULY 2024

### Kiwanis International dates

- July 3** Kiwanis International Board meeting, Denver, Colorado, USA.
- July 3** Kiwanis Children's Fund Board meeting, Denver, Colorado, USA.
- July 3-6** Kiwanis International Convention, Denver, Colorado, USA.
- July 3-5** Circle K International Convention, Denver, Colorado, USA.
- July 4** Independence Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.
- July 10-14** Key Club International Convention, Atlanta, Georgia, USA.
- July** Kiwanis Youth Programs Board meeting.
- July 21** National Day, Kiwanis International Office Ghent, Belgium) closed.

### Checklist

- 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](http://kiwanis.org/clubsecretary).
- Meet with the current club secretary to discuss the position and facilitate a smooth transition.

## AUGUST 2024

### Kiwanis International dates

- August 15** Deadline to file Form 990 and Form 990-EZ extensions if needed.
- August 15** Assumption Day, Kiwanis International Office (Ghent, Belgium) closed.

### Checklist

- 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](http://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 (some dates may be used from this checklist):
  - 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.

# CLUB SECRETARY ANNUAL CHECKLIST

## SEPTEMBER 2024

### Kiwanis International dates

**September 2** Labor Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

**September 8-14** Celebrate Community Week.

**September 25** Circle K International birthday.

### Checklist

- Review Kiwanis International, district and division distinguished criteria. Check out the awards and recognition link at [kiwanis.org/clubsecretary](http://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 the 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](http://kiwanis.org/clubsecretary) after October 1, the date your term begins.

## OCTOBER 2024-SEPTEMBER 2025

### Checklist for every 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 previous monthly report online by the 10th of the current month.

### Checklist 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.
- Take minutes.

## OCTOBER 2024

### Kiwanis International dates

**October 1** Kiwanis administrative year begins.

**October 1-5** Kiwanis International Board meeting, Indianapolis, Indiana, USA.

**October 14-18** Kiwanis Youth Protection Week.

**October 14-19** Circle K International Week.

**October** Kiwanis Youth Programs board meeting

# CLUB SECRETARY ANNUAL CHECKLIST

## OCTOBER 2024

### Checklist

- Finalize updates for your club's annual membership roster online before October 10 to ensure proper invoicing.
- Review and download sample board meeting agendas and meeting minutes formats at [kiwanis.org/clubsecretary](https://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).

## NOVEMBER 2024

### Kiwanis International dates

**November 1** Kiwanis Children's Fund scholarship application available online.

**November 1** All Saints' Day, Kiwanis International Office (Ghent, Belgium) closed.

**November 4-8** Key Club Week.

**November 11** Armistice Day, Kiwanis International Office (Ghent, Belgium) closed.

**November 13-16** Kiwanis Children's Fund Board meeting, Indianapolis, Indiana, USA.

**November** Kiwanis Youth Programs Board meeting.

**November 28-29** Thanksgiving Holiday, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

**November 30** Deadline for club dues to be submitted.

### Checklist

- 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](https://kiwanis.org/liability).
- Check for the dues bill and get it to the treasurer (if that's club practice).

## DECEMBER 2024

### Kiwanis International dates

**December 1** Kiwanis club Annual Report due.

**December 25-31** Kiwanis International Offices (Ghent, Belgium and Indianapolis, Indiana, USA) closed.

**December 31** Year-end gifts to Kiwanis Children's Fund postmarked by December 31.

### Checklist

- 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.

# CLUB SECRETARY ANNUAL CHECKLIST

## JANUARY 2025

### Kiwanis International dates

**January 1** New Year's Day, Kiwanis International Offices (Ghent, Belgium and Indianapolis, Indiana, USA) closed.

**January 15-16** Kiwanis International Board meeting.

**January 21** 110th anniversary of Kiwanis International.

### Checklist

- Share Kiwanis International convention information with club members. Information can be found at [kiwanis.org/convention](http://kiwanis.org/convention).
- 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](http://kiwanis.org/form990).

## FEBRUARY 2025

### Kiwanis International dates

**February 1** Kiwanis Children's Fund scholarship application deadline.

**February 10-14** K-Kids Week.

**February 12-13** Kiwanis Children's Fund Board meeting.

**February 15** Deadline for all U.S. Kiwanis family clubs and districts to file IRS tax returns (Form 990, form 990-EZ or Form 990-N).

**February** Kiwanis Youth Programs Board meeting.

### Checklist

- 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](http://kiwanis.org/form990).

## MARCH 2025

### Kiwanis International dates

**March** Kiwanis Asia-Pacific Education Conference, Kaohsiung, Taiwan.

**March 3-7** Aktion Club Week.

**March 17-21** Builder's Club Week.

**March 31** Deadline for Kiwanis districts to submit prior fiscal year financial statement examination and governmental filing (tax return) to Kiwanis International Finance Department. Required for Kiwanis, Circle K International and Key Club districts and district foundations.

**March** Kiwanis Asia-Pacific Convention, Kaohsiung, Taiwan.

# CLUB SECRETARY ANNUAL CHECKLIST

## MARCH 2025

### Checklist

- Review Kiwanis International, district and distinguished criteria. Is your club on target? Check out the link at [kiwanis.org/clubsecretary](http://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](http://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.

## APRIL 2025

### Kiwanis International dates

**April 1** World Reporting Day.

**April 23-26** Kiwanis International Board meeting, Indianapolis, Indiana, USA.

### Checklist

- Call in to Kiwanis International to report your membership numbers for World Reporting Day. Information for this event can be found at [kiwanis.org/club-toolbox](http://kiwanis.org/club-toolbox).
- 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](http://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.

## MAY 2025

### Kiwanis International dates

**May 1** Letters sent to convention delegates of Kiwanis clubs with a past due balance of US\$150 or more.

**May 7** Key Club 100th birthday.

**May 16-18** Kiwanis International Europe Convention, Akureyri, Iceland.

**May 26** Memorial Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

### Checklist

- 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 registration form for instructions. Be sure the delegate certification form, available at [kiwanis.org/convention](http://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.

# CLUB SECRETARY ANNUAL CHECKLIST

## JUNE 2025

### Kiwanis International dates

**June 25** Kiwanis International Board meeting, Pittsburgh, Pennsylvania, USA.

**June 25** Kiwanis Children's Fund Board meeting, Pittsburgh, Pennsylvania, USA.

**June 25-28** 110th Annual Kiwanis International Convention, Pittsburgh, Pennsylvania, USA.

### Checklist

- 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.

## JULY 2025

### Kiwanis International dates

**July 4** Independence Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

**July 2-4** Key Club International Convention, Orlando, Florida, USA.

**July** Kiwanis Youth Programs Board meeting.

### Checklist

- 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 six weeks 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.

## AUGUST 2025

### Kiwanis International dates

**August 15** Deadline to file Form 990 and Form 990-EZ extensions if needed.

**August 31** Deadline for all district requirements to be submitted to Kiwanis International to remain "District in Good Standing."

### Checklist

- Update membership numbers and advisor information for K-Kids and Builders Clubs in the Secretary Dashboard.

