

CLUB SECRETARY ANNUAL CHECKLIST

JUNE – JULY 2026

Kiwanis International dates

- Kiwanis International Board meeting
- Kiwanis Children's Fund Board meeting
- Kiwanis International Convention
- Circle K International Convention
- Key Club International Convention

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.
- Meet with the current club secretary to discuss the position and facilitate a smooth transition.

AUGUST 2026

Kiwanis International dates

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

Checklist

- Schedule an organizational board meeting and budget planning session with the incoming board and committee chairs by **late September**. Plan to adopt the club budget by **October 1**. Find a budget worksheet in the club secretary resources at kiwanis.org/clubsecretary.
- Assist the incoming president in scheduling and conducting the club president's planning conference before **September 30**.

- Work with the incoming president to establish a time for weekly discussions.
- Assist your incoming club president with committee assignments, organizing meetings and developing club goals.
- Work with the club board to review whether optional club crime and/or club accident insurance is needed. If the club decides to purchase coverage, ensure the application and payment are submitted by the **September 30** deadline.
- 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.

SEPTEMBER 2026

Kiwanis International dates

- **September 25:** Circle K International's birthday

Checklist

- Review Kiwanis International district, division and club distinguished criteria. Check out the awards and recognition link at kiwanis.org/clubsecretary for details.
- Record scheduled dates for 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 in Engage.

- Make sure you have received and reviewed the club secretary resources from your current club secretary by the end of the month. To check for updates and to prepare fillable forms, go to kiwanis.org/clubsecretary after **October 1**, the date your term begins.
- If needed, continue to review whether optional club crime and/or club accident insurance is needed. If the club decides to purchase coverage, ensure the application and payment are submitted by the **September 30** deadline.

OCTOBER-SEPTEMBER

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**.
- Ensure all club members complete their youth protection training at the beginning of the Kiwanis year.

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.



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OCTOBER 2026

Kiwanis International dates

- **October 1:** Kiwanis administrative year begins
- Kiwanis International Board meeting
- Kiwanis Youth Protection Week
- Circle K International Week

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.
- Finalize updates for your club's annual membership roster in Engage before **October 10** to ensure proper invoicing.
- Review and download sample board meeting agendas and meeting minutes formats at kiwanis.org/clubsecretary.
- Consider any proposed resolutions/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 to ensure that your club's meeting information and signature project are up-to-date in Engage (and that the club appears on the online club locator).

NOVEMBER 2026

Kiwanis International dates

- **November 1:** Kiwanis Children's Fund scholarship application available online
- **November 30:** Deadline for club dues to be sent to Kiwanis International
- Key Club Week
- Kiwanis Children's Fund Board meeting

Checklist

- Check the dues bill and get it to the treasurer (if that's club practice).

DECEMBER 2026

Kiwanis International dates

- **December 1:** Kiwanis club annual report due
- **December 31:** Year-end gifts to Kiwanis Children's Fund postmarked by December 31 (U.S. only)

Checklist

- Ensure that the person in charge of communications, including your club newsletter, receives 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.

JANUARY 2027

Kiwanis International dates

- **January 21:** anniversary of Kiwanis International
- Kiwanis International Board meeting

Checklist

- Share Kiwanis International convention information with club members. Information can be found at 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.

FEBRUARY 2027

Kiwanis International dates

- **February 1:** Kiwanis Children's Fund scholarship application deadline
- **February 11-12:** Deadline for all U.S. Kiwanis-family clubs and districts to file IRS Form 990 tax returns
- Kiwanis Children's Fund Board meeting
- K-Kids Week
- Builders Club Week

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. only). Get information at kiwanis.org/form990.

MARCH 2027

Kiwanis International dates

- **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*
- Aktion Club Week
- Asia-Pacific Convention

Checklist

- Review Kiwanis International district, division and club distinguished criteria. Is your club on target? Check out the link at kiwanis.org/clubsecretary for details.



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- 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.

APRIL 2027

Kiwanis International dates

- **April 1**: World Reporting Day
- Kiwanis International Board meeting

Checklist

- Call Kiwanis International to report your membership numbers for World Reporting Day. Information for this event can be found at 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, be sure to do so by **April 30**.
- Conduct your quarterly review of your club's member roster and make updates online.

MAY 2027

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's birthday

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, 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 club secretary resources.

JUNE 2027

Kiwanis International dates

- Kiwanis International Board meeting
- Kiwanis Children's Fund Board meeting
- Kiwanis International European Convention
- Kiwanis International Convention

Checklist

- The annual report on club elections 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 2027

Kiwanis International dates

- Key Club International Convention
- Circle K International Convention

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.



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AUGUST 2027

Kiwanis International dates

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

Checklist

- Update membership numbers and advisor information for K-Kids and Builders Clubs in the Secretary Dashboard.
- Work with the club board to review whether optional club crime and/or club accident insurance is needed. If the club decides to purchase coverage, ensure the application and payment are submitted by the **September 30** deadline.

SEPTEMBER 2027

Checklist

- Review installation ceremony plans with your club president. See kiwanis.org/president for resources.
- Order Kiwanis International member awards.
- Review and update your club's annual membership roster online before **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/clubsecretary.
- Pass on materials and records to the incoming club secretary. The secretary is a custodian of current records, reports and minutes. File your club's records in permanent files.
- Congratulations on your year of excellence!



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