

Frequently Asked Questions

Secretary Tasks and Duties:

Q1. What are the responsibilities of a club secretary?

- A. Take Minutes and have sign-in sheets at all meetings
 - B. Keep track of volunteer hours including sign-in sheets for service events
 - C. Record all members' service hours
 - D. Complete the Monthly Report and provide all proof required
 - E. Maintain active communication with your club officers, district officers, Kiwanis, and faculty advisor
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Minutes:

Q1. Why do I need to take Minutes?

- A. This is proof of meetings and will earn you points! You can receive extra points for high quality Minutes.

Q2. What is required in my Minutes?

- A. # of members present (sign-in sheets required for general/board meetings)
- B. Name of High School, Date, Time (start and end), and Location
- C. Any guests, Kiwanis members, or guest speakers
- D. Subject of the speaker's presentation (if applicable)
- E. Committee Reports
- F. Announcements, Motions, Decisions Made, or Actions to be Taken

Q3. What counts as a guest?

- A. Kiwanis members
- B. Teacher that isn't a faculty advisor
- C. Guest speakers
- D. District/International board members who are there as an official guest

Q4. What should I avoid in my Minutes?

- A. Using bullet points excessively
- B. Submitting an agenda
- C. Any unnecessary information (chatter, random conversations)

Q5. Can agendas pass for Minutes?

- A. No, but you can use agendas as a guide when taking Minutes.

Q6. What if there is a Board and General Meeting on the same day?

- A. You will need to take Minutes (and have sign-in sheets) for both. However, if you have a General Meeting twice in one day with the same content presented, you can state that it was the same by saying "*meeting took place at 9:00AM and 3:00PM*".

Q7. How can I earn bonus points with my Minutes?

- A. You can get +5 for perfect attendance (proof required = sign-in sheet)

Q8. What if I can't make it to a meeting?

- A. Ask someone to record the meeting to take Minutes for you.

Sign-in Sheets:

Q1. What do I need in my sign-in sheets?

- A. Event Name (Date, Time, and Location)
- B. Member Name
- C. Optional: Member's signature, Grade, ID #

Q2. Can I use Google Forms?

- A. This is highly recommended! You could put a QR Code on your meeting presentation slide so it will be easy to access a spreadsheet with all of the responses!

Monthly Reports:

Q1. What are Monthly Reports?

- A. They are the biggest form of communication from clubs to the district! This shows the service all the clubs are participating in.

Q2. Why do I have to fill out the Monthly Report?

- A. Club secretaries are required to fill out the Monthly Report because it is your duty as a secretary and you can be recognized as a Top 25 Club.

Q3. What are important dates I need to know for the Monthly Report deadlines?

- A. Due: 5th of every month unless it falls on a Sunday or national holiday (then will be due the 6th)
- B. Last Day to Submit: 10th of every month
- C. Last Day to Edit/Add Information: 15th of every month but must email the District Secretary (emilyseokc@gmail.com)

Q4. Where can I find the Monthly Report?

- A. All Monthly Reports can be found on the tokeyclub.com website > Resources > Officer Resources > Secretary Resources > (Month) Monthly Report Form

Q5. How many Monthly Reports will I need to fill out?

- A. 12 total: one for each month starting the month you are elected and until your successor takes over

Q6. How can I get extra points?

- A. Task of the Month
- B. Attending DCMs
- C. Turning it in early
- D. Perfect attendance
- E. Hosting socials
- F. Attending LEDCON/ICON

Top 25 Club:

Q1. What is a Top 25 Club?

A. This is for the clubs who earn the most points from monthly assignments (Monthly Reports done by secretaries and Monthly Newsletters done by editors).

Q2. What is the main purpose of the Top 25 Club?

A. This is to encourage clubs to complete their monthly assignments and to provide them recognition throughout the four quarters and at LEDCON!

Q3. How can my home club become a Top 25 Club?

A. Consistently turn in your monthly assignments early or on-time.

Q4. When are Top 25 Clubs announced?

A. They are announced in July, October, January, and at LEDCON!