

# KEY CLUB



## The Duties of a Club Secretary from District Secretary Ryan Nava

### Daily:

- Maintain a roster of the names, addresses, phone numbers, and email addresses of every member
- Maintain up-to-date copies of your club bylaws and district bylaws
- Maintain records of the club's activities from prior years and the current year
- Check your email to stay in contact with members, officers, and District Board members

### Weekly:

- Stay in contact with officers to ensure that they submit the appropriate materials to you
- Communicate with the faculty advisor to file paperwork and update your records
- Ask the club treasurer if dues have been submitted for new members, if so, add the members to your roster
- Provide the club editor with relevant information to include in the club's newsletter, such as hours served that week or number of members

### At every meeting:

- Take minutes
- Address the concerns of your members
- Communicate with committees and keep track of all committee reports
- Work with the President to prepare an agenda
- Take roll call

**Monthly:**

- Complete and submit the monthly reporting form, activity sheet, and minutes report form to the District Secretary
- File a copy of the monthly report in the club's official records
- Attend Presidential Council Meetings (talk to your Lieutenant Governor to find out when these will be held) to learn information about Key Club at the District and International levels.

**Annually:**

- Work with the club President to submit the Annual Achievement Report
- Train your successor so that he or she is informed about the responsibilities of a secretary
- Prepare a binder to be submitted for the Tom Duncan Outstanding Club Secretary Award at District Convention

