



## Duties of a Club Secretary

A good secretary is essential for any Key Club if it is going to function **well**. The office of the secretary is one of the most demanding in the Key Club organization because the secretary manages all of the club's records, files, and details. The best way for a secretary-elect to begin his/her term is to watch and learn from the present club secretary. He/she will be able to give advice and guidance on how to best handle the job. It may be beneficial to set up time to meet with the present club secretary to ask questions or solicit advice.

### Duties and Responsibilities

Responsible for the club's records, it is imperative that the secretary be prompt, organized, and efficient. This means that the club's records must be kept up to date and orderly. The secretary's Key Club record file should include the following:

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Key Club Timeline
- Minutes of all club meetings-regular and board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Copies of the club's current and past annual dues submissions
- Club roster having the following information for each member:
  1. Member's full name, home address, phone, and e-mail address
  2. Date of birth
  3. Date of joining Key Club
  4. Committee assignments and offices held in Key Club
  5. Chief interest in Key Club work and chief interest in sports and hobbies
- Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications.
- Complete set of printed material and Key Club literature.

The items listed above are those normally found in well organized and updated Key Club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or call the appropriate source for copies.

The secretary should record the following at each regular Key Club meeting: Number of members present, names of those absent, list of guests attending, and presiding officer.

a Kiwanis-family member

[keyclub.org](http://keyclub.org)

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