THE Secretary's STORIES

September of 2019

2 - D-SEC Duties

3 - C-SEC Duties

4 - Summer Secretary Call

5 - How-To: Use the Club Roster

6 - Contact Information

So... what do you do exactly?

Want to run for my position at SLC 2020? Here's some info: a district secretary is part of the Executive Board and is responsible for organizing and filing all of the reports/minutes on the club and district level. On top of this, I am developing a club officer directory derived from your club's ERFs that will be available in mid October. However, I've been determined to make this position my own by performing miscellaenous duties. From organizing the ERFF to designing a Google Map and holding 2 secretary calls so far, I'm so proud to be serving you all, and I hope to see some of you running at SLC 2020!

ADDITIONAL DISTRICT SECRETARY DUTIES

- supervise club secretaries
- develop newsletters every month
- present official reports at board meetings
- document progress through social media
- serve on the Membership Development committee

MICHIGAN DISTRICT OF KEY CLUB

SECRETARY DUTIES

Want to learn more about your duties as club secretary on a monthly, annual, and weekly basis? Read the short summary below, and if you are interested to learn more, you may find more of my resources on our website, ***www.mikeyclub.org.***

attend club, board, Kiwanis, and divisional meetings

record meeting minutes and submit in a monthly C-SEC MRF

keep track of attendance at club meetings with club roster

help update your club roster via the MUC

submit your club's annual Election Report Form

create and provide sign up sheets for club events

communicate with your board, members, and LTG

update all records through a club binder containing a variety of contents (discussed in my Summer Secretary Call!)

attend your Lieutenant Governor's Officer Training Conference

prepare a survival guide for the next club secretary, assist them in any way possible

UPDATED

SEC. CALL RECAP

What was discussed?

1. Updates & new resources from me
2. How to construct a club binder, contents to include, survival guide
3. How to update the club roster by utilizing the MUC
4. How to fill MRFs & ERFs (importance)
5. How to take digital/physical attendance
6. Club officer directory plans, networking with club secretaries, summer Q&A, other misc. duties
7. Divisional involvement
8. Who I am, updates to my goals

I didn't attend the call. What happened?

I'm proud to announce that my Summer Secretary Training call was hosted on Saturday, August 17th, 2019 at 12:00 P.M as it was a great success. There were 13 members in the call, ranging from Michigan club secretaries to other members of Key Club across the nation. To those who came, you were exposed to your responsibilities, as well as updates from the district, advise and answers to your questions from me! The call was more than an hour long, and it was hosted via Google Meet. To view the meeting minutes and attached resources, go into your email and view my August 18th email. If you'd like to view the Sec. Call video series, you can find it at https://mikeyclub.org/secretary! Contact me if you have any other questions!

UPDATING THE MUC

Updating the Membership Update Center of Key Club is important. Having an up-to-date club roster allows you to confirm any changes on the club board, and permits you to take attendance in an easy way. Found below are step-by-step instructions on how to access the MUC. Follow these, and you'll be on the path to grand success!

SIGNING IN

Remember that you need to email your Club Advisor (or previous Club Secretary) in order to be granted access to your club account with the correct username and password. This step takes place on the Kiwanis Membership Update Website. If an error pops up, send an email to kiwanisone@kiwanis.org and state your club name/number, and explain that you want to update membership.

UPDATING MEMBERS

Once you get logged in with your username and password there will be a tab called "Membership/ Roster Updates". Click on this tab. Check that each member of your club is registered, with their name and provided email. Take time to refresh the old roster by adding new members to the club and deleting old members that are no longer in your club.

FINISHED... NOW WHAT?

An invoice will pop up for the dues that have been tagged with the specific number of members in the club roster. This is where you stop your work, because your club treasurer now has the responsibility of paying the invoice off for your club. If you need more help, call Kiwanis at +1-317-875-8755.

CONTACT INFO & PICTURES

PAGE 6

Preston Parana

district secretary of the mdkci

secretary@mikeyclub.org

@mikeysecretary

@prestonparana

Preston Parana

(734) 394-8373

"What are your goals?"

Inspire Others Towards Service
Assist all Club Secretaries
Provide Pertinent Resources

KEY CLUB INTERNATIONAL