



Club Officer Handbooks

New York District of Circle K

2017-2018 Secretary Handbook



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Your Role as Club Secretary

Club Secretary may be one of the most important roles within your Executive Board. But what should you realistically be doing to live up to that reputation? The duties of a Club Secretary are as follows:

Daily Duties

- Communicate with your club's board of officers
- Represent your club and the ideals of Circle K International throughout your campus, the New York District and your local community
- Help to foster fellowship between current and prospective members.
- Maintain all records including club membership, club service hours, club events, funds raised, dues payment, meeting minutes, attendance at all meetings, committee activity, and contact information.
- Document and track member involvement through individual service hours and event and meeting attendance.
- Follow the rules and guidelines set forth by your school and its Club Organization / Student Association, the New York District, and Circle K International.

Weekly Duties

- Attend all general body and board of officers meetings.
- Document all general and club officer meetings with meeting minutes.
- Record attendance at all meetings.
- Respond to all correspondence within several days and inform officers and advisors of the communication.
- Recommend items to the President for the board of officers meeting agenda.

Monthly Duties

- Complete and submit both the Circle K International Monthly Report Form and the New York District Monthly Report Form.
- Communicate with your Lieutenant Governor and District Secretary.
- Collect committee reports.

Yearly Duties

- Be trained by your predecessor, and train your successor.
- Obtain all files, information, and relevant credentials from the immediate past secretary and club board of officers.
- Inventory all club property.
- Create and maintain a filing system for club reports, bulletins, and literature.
- Produce a club membership directory.
- Work with your board of officers to create a list of goals for the service year, and document goal progress throughout the year.
- Evaluate your goal progress at the end of the service year.
- Promote and attend New York District Events: District Large Scale Service Project, New York Speaking, and District Convention.
- Complete all delegate registration forms for District and International conventions.
- Develop new leadership and look for potential successors.
- Help keep the club active and maintain dues-paid status.
- Apply for awards for New York District and International awards.

Reporting to the Board

At each board meeting the secretary should be prepared to present a report of activities since the last board of officers meeting that includes the following:

- Information about any correspondences received and/or sent
- Report of meeting attendance
- Report of member involvement, service hours, events, and attendance
- Report club goal progress
- Report of new members or prospective new members

Keeping Records



Keeping accurate and up-to-date records is essential to having a successful service year. Here are things you should consider to keep accurate, portable, and useful.

Service Hours

- You should keep a spreadsheet (in either Excel or Google Sheets) that lists every service project, how many hours each member received, and the total number of service hours for each event.
- A template, using Microsoft Excel that may be used to track service hours, is available to clubs and can be downloaded under templates from www.nycirclek.org/resources

Attendance

- You should keep a spreadsheet (in either Excel or Google Sheets) that lists for every general body meeting and every board of officers meeting all of those in attendance.
- Bring a sign-in sheet to all general body meetings to accurately track attendance.
- A template using Microsoft Excel that may be used to track meeting attendance is available to clubs and can be downloaded under templates from www.nycirclek.org/resources

Funds Raised

- Work with the club treasurer in keeping accurate records of all funds raised, all funds donated, and who they were donated to.
- Be sure to keep information consistent to what is reported on the MRF.

Minutes

- During all general body meetings and all board of officer meetings, you should take minutes of relevant and important information.
- Publish general body meeting minutes online or through an email to the members who could not attend the meeting.

- Keep in an organized file system a digital copy of all minutes and corresponding agendas from all meetings.
- A template using Microsoft Word or Apple Pages that may be used to take meeting minutes is available to clubs and can be downloaded under templates from www.nycirclek.org/resources

Club Roster

- Keep an accurate roster containing information on each member's contact information, graduation year, and other club specific details.

Organizing Committees

- Keep accurate and up-to-date records of all committees, including a committee roster, committee meeting minutes, and all committee reports.
- The chairperson is responsible for taking or delegating the responsibility of taking minutes for committee meetings.

Centralizing Records

- One of the easiest ways to organize and centralize records is to keep everything digital and on a centralized file sharing system such as Google Drive or Dropbox. It may also be a great idea for your club board to get a club email account through either your school or a service such as Gmail that hosts file sharing, that way you can easily pass down records to your successor.
- Be sure to keep all club records in a place that can easily be given to your successor, and even accessed by other club officers.
- The most effective way to keep and maintain accurate records is to update them frequently! Updating your records immediately following meetings and events is the best way to ensure things are accurate, and will make it easier for you when it comes time to complete the Monthly Report Form.

Membership Retainment

Each E-Board member plays their own part when it comes to membership recruitment and retainment. The Secretary of the club may have the most influence on membership retainment. So, how can you help your club retain members?

- **Meaningful Minutes**

Many clubs may not take minutes as they do not see the value in taking them. However, they can be helpful when looking at Membership Retainment. When members begin to miss meetings they don't know about upcoming events or what was talked about at the meetings, they end up feeling disconnected and are less likely to try to attend future meetings. By taking minutes during meetings and sending them out via email as meeting recaps you are allowing your members to not only be informed but feel more connected.

- **Tracking Service Hours**

Tracking your individual member's service hours and creating competitions is a great way to incentivize members to participate more and not drift away as the semester gets more hectic. Whether you award the person with the most hours on a monthly basis or semester basis the motivation is still there. As Secretary, it is your job to track these hours.

- **Meeting Attendance**

Once newer members miss two meetings in a row they are less likely to come back as they may feel like outsiders. By tracking member attendance and catching when they start missing meetings you can avoid losing a member by simply reaching out to them and letting them know that they still matter. Whether you let your President know or whichever board member is close to your member, a simple email or text could go a long way in keeping them involved.

- **Setting Goals**

Without goals you have no idea what you are working toward. If you say that you'd like to grow as a club but aren't specific you will either become unmotivated or overwhelmed. Instead, set a specific number of strong members that you would like to recruit. If at the moment you only

have 10 strong members, don't say that by the end of the year you want 20 strong members. Be reasonable, start with a goal of 3 new, dedicated members. Then decide with your board if you'd like to increase your goal. ***Every school is different.*** Be honest with yourself when making goals. That is when you will see the most success. It is your job as secretary to not only track goals your club makes, but also letting them know when they need to step up their game and when they are almost there!

New York District Monthly Report Form

The Monthly Report Form (MRF) is your club's most official communication with the New York District. The NY MRF must be submitted every month of the year by every New York District Circle K club secretary. This means that a club secretary will submit a new NY MRF once per month, for a total of 12 NY MRF submissions throughout his or her term.

Getting the MRF

- The MRF can be found at nycirclek.org/MRF

Submission Guidelines

- For any given month, the NY MRF must be submitted by the 5th of the following month. For example, the first MRF of the service year would be due no later than May 5th, reporting information for the entire month of April. The MRF reporting information for the entire month of May would then be due by June 5th. *Please note:* while you are encouraged to submit the MRF on time, we still accept late submissions as we would rather have some information from your club than none at all
- The NY MRF must be submitted for every month of the year, including months during school recess or summer vacation
- If you have any trouble or questions while filling out the form, please contact District Secretary Julia Dressler. She is more than happy to assist you in any way.

Filling out the NY MRF

- The NY MRF asks a variety of questions which are used to track our District Goals and are also shared with your Lieutenant Governor to allow them to aid your club to the best of their ability. Therefore, it is essential that you do your best to accurately input all information.

Opening Section

- *Email address*
 - It is important that you input the email that you check most regularly. This is the email that the District Secretary or

Lieutenant Governor will each out to should they suspect any possible reporting errors.

- *Division*
 - The name of your New York District Circle K division. The New York District is currently made up of 10 unique divisions, each containing a set of clubs. If you are unsure of what division your club belongs to, go to <http://nycirclek.org/clubs/>
- *Club Name*
 - The name of your college or university where your club exists

Main Section

- *Month*
 - Which month is this MRF reporting for? For example, if you are reporting for the month of September, and submitting it during the first week of October, you must still write September for the month
- *Secretary Name*
- *Secretary Phone Number*
 - Optional; Would only be used if we could not contact you via the email you provided
- *How many club meetings were held this month?*
 - Here you will select the number of general body meetings held this month. Please do not include executive board meetings in this number. In order for a meeting to count as an official meeting to be recorded, there must be a call to order and minutes must be taken.
- *On average, how many members are attending your meetings?*
 - Based on the meetings that were recorded in the question above, you should average out the total number of members that attended your meetings in the previous month. Make sure to include Executive Board members in your count. For example, if you had a meeting where 4 Board members were in attendance and 5 non-board members you would add those together and state that 9 members attend your meetings. This information will be shared with your Lieutenant Governor so they can address any positive or negative membership attendance and help your club to the best of their ability. Therefore, it is important that you are honest when calculating the number of members at your meetings.

- *Have you done any fundraising this month?*
 - When choosing whether or not you have done fundraising this month, remember that fundraising is when you are raising money to be donated to a charitable entity. Therefore, raising money for club expenses does not count as fundraising.
- *If yes, what organization(s)/initiatives did you fundraise for?*
 - Here is where you will indicate if the funds went to either the District Project (Youth w/disabilities) or Governor's Project (Water: The Key to Life)
 - There is an additional spot for you to put in any other initiatives, including, but not limited to, any Circle K International Partnerships or NY District Kiwanis Charities
- *How much did you raise? Please specify to which organization the money went to.*
 - Here is where you will record all funds that were donated. Please specify how much went to each organization, especially if you held multiple fundraisers. Even though you may have chosen each initiative in the question above you still must state the specific charity that the money was donated to.
- *How many socials did your club hold?*
 - Here is where you will record the number of socials/fellowship events that your club held during the month
 - A fellowship event is any event that is not a service project, organized by your CKI club, and has the purpose of fostering fellowship between your members.
 - A social event may qualify as an interclub or as a KFR by the same qualifications listed above for a service project.
 - A meeting cannot be a fellowship event. However, a fellowship event may occur after a meeting has adjourned.
 - Social events must be promoted to all club members, where all members are allowed the opportunity to attend.
 - Examples of fellowship events:
 - End of the year social
 - New member social
 - Club spaghetti dinner
 - Things that are not fellowship events:

- Icebreakers during meetings
- Fun events that are also service projects
- *What is one service project that your club completed this month? Tell us about what you did to be featured by the district!*
 - In addition to being able to submit a Service Spotlight through our NY District Website, this is an opportunity for you to submit one project that your club has done this month that stood out to you. A member of the service initiatives committee may then follow up with you to ask for a write up to feature you during their Service Sunday Social Media Campaign. This is a great way to help your club gain recognition and share a little bit of what you do with the rest of Circle K!

International Monthly Report Form

The International Monthly Report Form (MRF) is your clubs most official communication with Circle K International. Every month of the service year, all Circle K Club Secretaries are required to accurately complete and submit the International MRF. This means that a club secretary will submit a new International MRF once per month, for a total of 12 International MRF submissions throughout his or her term.

Getting the International MRF

- The MRF can be found at nycirclek.org/MRF
- To access the International Monthly Report Form, you will be taken to a login for the Membership Update Center through Kiwanis Connect
- You will need to enter your email and password. If this is your first time logging in, you will need to scroll to the bottom and go to the option for first time log in.
- With any log in problems or questions, feel free to contact District Secretary Julia Dressler or Member Services directly at 1-800-549-2647 ext. 411 or memberservices@kiwanis.org

Submission Guidelines

- Like the NY MRF, the International MRF must be submitted by the 5th of the following month. For example, the first International MRF of the service year would be due no later than May 5th, reporting information for the entire month of April. The MRF reporting information for the entire month of May would then be due by June 5th. *Please note:* while you are encouraged to submit the MRF on time, Circle K International will still except late submissions as we would rather have some information from your club than none at all
- The International MRF must be submitted for every month of the year, including months during school recess or summer vacation
- If you have any trouble or questions while filling out the form, please contact District Secretary Julia Dressler. She is more than happy to assist you in any way.

Filling out the International MRF

- The International MRF asks a variety of questions which are used not only by International to track the progress of your club, but also by NY to track our District Goals. They are also shared with your Lieutenant Governor to allow them to aid your club to the best of their ability. Therefore, it is essential that you do your best to accurately input all information.
- While we will briefly go over the steps to filling out the International MRF in this Handbook, for a more thorough guide go to https://kiwanisint-my.sharepoint.com/personal/hmcalister_kiwanis_org/_layouts/15/WopiFrame.aspx?docid=0e8b7f8df8fdb41b78fc37289780ca3af&authkey=AcNlnxqDGznJK_6V8zHzjRs&action=view

Main Section Questions

- *Total number of service hours completed for the month*
 - Here you will report all information on club service hours. In order to fill out this portion, you must ensure that you have all information on all service projects your club held for the month. You must know how many attended each event and how many hours each attendee participated in the event. But first, what is a service hour?
 - A service hour is 60 minutes of work performed by a CKI member in good standing on a service project.
 - A service project shall be defined as a voluntary act by at least one CKI member in good standing that will aid the community, directly or indirectly.
 - A voluntary act is one for which no payment is received for services rendered.
 - To calculate the number of service hours for each month you must multiple the number of hours per each event by the number of members that participated in the activity.
 - For example, if you have a 2-hour service event in which 5 members attend, you would multiply (2x5) to get a total of 10 service hours.
 - From there you would add all of your service project totals together to create the total number of service hours for the month.

- For example, if 2 members attended a service project where one member participated for 4 hours and the other participated for 3 hours, the total number of service hours (what you report) for that service project would be 7 hours.
- *Number of interclubs completed*
 - Here is where you will indicate how many interclubs your club has participated in each month. Regardless of whether or not your club hosted, as long as you had two members present then you should record that event here.
 - An interclub is defined as a meeting or event organized by two or more CKI clubs, including CKI clubs-in-information, in which at least two members from each CKI club attend.
- *Number of Kiwanis Family Relation events/meetings*
 - Here is where you will indicate how many Kiwanis Family Relation events/meetings your club has participated in
 - A Kiwanis Family Relation (KFR) event/meeting is any event/meeting in which at least two members from at least one CKI club and one other level of the Kiwanis Family is present.
 - The other levels of the Kiwanis Family are K-Kids, Builder's Club, Key Club International, Key Leader, Kiwanis International, Aktion Club, Young Professionals, and Golden K.
- *Which of our service partners/preferred charities have you worked with this month?*
 - Here you will see a list of all of Circle K International's service partners and preferred charities
 - If you worked with any during the month, simply check off which ones you have worked with
 - For more information, on any of the service partners/preferred charities, go to <http://circlek.org/service>
- *Did your club participate in WASH campaign?*
 - The WASH Project is our new five-year signature project with UNICEF
 - WASH stands for Water, Sanitation and Hygiene and aims to provide education, awareness, and funding to supply clean

drinking water and sanitation education to schools and children in underdeveloped regions.

- For more information, go to <http://circlek.org/wash>
- *Name one member who has gone above and beyond in the last month. Explain why they should be validated. Please provide their name and contact information.*
 - Here is where you will work with your Executive Board to choose one member of your club that you would like to have recognized. This information goes to both the District and International so they may be able to be showcased on either level.
- *Additional comments or concerns*
 - Here is where you can put anything. This information will be evaluated closely by the District Secretary and shared discretely with the proper officers. For example, if you are having difficulties with your club board, it will be shared with your Lieutenant Governor. At the same time, if you are having difficulties with your LTG, it will be shared with the District Governor. Use this question to help your club grow. Don't be afraid to ask for help.

MRF Frequently Asked Questions

- *Can an event be both an interclub and a KFR?*
 - Yes, an event can be both an interclub and a KFR, as long as it fits the specific requirements of each.
- *My club didn't have events this month. Do I need to submit the MRFs?*
 - Yes, you must still submit the MRFs even if you have no service projects or other events. This lets the New York District and International know that we aren't missing any reporting, and that we can confirm what events took place every month.
- *Does my club need to choose a member of the month every month?*
 - No, your club does not need to choose a member of the month for every month, but it is highly encouraged and suggested that you do so.
- *Do individual service hours count towards the MRF?*
 - Yes, any service projects members hold or attend individually still count on the MRF. Be sure to ask your members during the summer and over school breaks to see if someone has service hours to report. It may even be useful to create a Google Form to allow members to submit their hours that they do outside of Circle K events¹
- *My club has a points system. How do I report this on the MRF?*
 - You should not report any 'points' on the MRF. Some clubs choose to correlate member points to service hours and attendance, but this is not something that the district regulates or oversees, and does not belong on the MRF. You may, however, use that information to help decide a member of the month.
- *I can't access the Membership Update Center in order to submit the International Monthly Report Form. What should I do?*
 - First you should see if your Treasurer or Club Advisor has access. If so, they can go in and manually enter you as Club Secretary to give you access. Then, once you get to the page, just hit first time logging in and set up should be relatively simple.
 - If no one in your club has access, contact District Secretary Julia Dressler or Kiwanis Membership Services directly at 1-800-549-2647 ext. 411 or memberservices@kiwanis.org

Know your Projects

The New York District has four service initiatives for the 2017-2018 service year. When filling out the MRFs, make sure to clarify if you worked with or fundraised for any of the following projects.

Governor's Project: Water: Key to Life

- Any service projects raising funds, awareness, and/or volunteering for any water and sanitation related organizations, nonprofits, or CKI service partners.
- The Governor's Project may benefit many different organizations, nonprofits, and individuals, as long as the project is related to helping those in need receive access to clean water and sanitation.
- Learn more at <http://www.nycirclek.org/service/governor>

District Project: NYCKI's Abled Friends

- Any service project raising funds, awareness, and/or volunteering for organizations, nonprofits, or Circle K International service partners, that benefit Youth with Disabilities
- Learn more at <http://www.nycirclek.org/service/district>

International Initiatives

- Any service project or fundraiser that raises funds and/or awareness for any of the following initiatives of Circle K International
 - March of Dimes
 - UNICEF
 - JCI
 - Better World Books
 - Students Team Up to Fight Hunger
 - St. Baldrick's Foundation
 - Up with People
- Learn more at <http://www.circlek.org/service>

New York District Kiwanis Foundations

- Any service project or fundraiser for the New York District Kamp Kiwanis, New York District Kiwanis Pediatric Trauma Center (KPTC), or the New York District Kiwanis Pediatric Lyme Disease Foundation (KPLD).
- Learn more at www.nycirclek.org/service/kiwanis

Minutes



Minutes are a great reference for what occurred during a meeting, serve as official documentation for decisions and discussions that took place during the meeting, and are also a way to let members and the public know what occurred during a given meeting.

Minutes must be produced for every general body meeting and for every club board of officers meeting. While the general body meeting minutes should be publicized and sent to the members, the club has the option of using the board meeting minutes for internal use and reference.

Minutes are designed to include important and relevant information that will be available for the public to see. Please remember that this means that minutes are an official, formal publication. Unlike a club newsletter, it is important to realize that club minutes have the purpose to inform, not to entertain.

A template using Microsoft Word or Apple Pages that may be used to take meeting minutes or as a reference is available to clubs and can be downloaded under templates from www.nycirclek.org/resources



New York District of Circle K International | nycirclek.org