



CLUB SECRETARY

Here's a brief overview of the secretary's responsibilities. Check out www.keyclub.org/leadership/lis for specific duties and timelines.

Responsibilities:

- Maintain all of the records, files and details that are important for the smooth operation of the Key Club.
- Be prompt, neat, organized and efficient.
- Prepare the board of directors meeting agenda with the president.
- Take the minutes at both board meetings and general club meetings.
- Collect and submit the monthly committee reports.
- Keep attendance records of those present at meetings. Also record absent members, guests, speakers, dues collected, reports given, club business conducted and special announcements.
- Coordinate club correspondence.

Keep these items on file:

- Inventory of all Key Club property
- Club bylaws
- Key Club guidebook
- District bylaws
- Minutes of all regular club meetings and board meetings
- Names and addresses of present Key Club officers
- Copies of current and past Key Club magazines and district publications
- Collected committee reports from committee chairmen
- List of committee chairmen and members
- Club's past achievement reports
- Club's past monthly reports

Maintain membership and officer rosters

- Send any updated contact information to the lieutenant governor or district administrator.
- After elections, notify the lieutenant governor or district administrator of your new club officers for the next year.
- Produce a club membership roster as either an electronic or printed version. Your roster should include the following information for each member:
 - Member's full name, home address, phone and email
 - Preferred communication method: email, texting, phone
 - Date of birth
 - Date he or she joined Key Club
 - Committee assignments and offices held in Key Club
 - Service project interests
 - Personal interests
 - Committee interests

Additional duties

- Help choose the convention delegates, candidates and contestants and take care of all materials and money (if applicable) relating to them.
- Work with the president in completing the annual achievement report and any other award applications for your Key Club.
- Assist the secretary-elect in becoming acquainted with his or her duties and receive all materials and knowledge base from the past club secretary.

