

Duties of the Club Secretary



Secretary skills and general duties

- 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.

Keep the club materials organized and 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

Monthly reporting

- Prepare board of directors meeting agenda with president.
- Attend the board meeting and take the minutes.
- Collect the monthly committee reports.
- Submit monthly report to the district.

Maintain membership and officer rosters

- Maintain a roster of club officers. Be sure to 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.
- Maintain a complete club member roster and produce either a printed or electronic version.
- Collect and maintain the following information for each member:
 - Member's full name, home address, phone and e-mail
 - Preferred communication method: e-mail, texting, phone
 - Date of birth

- Date he/she joined Key Club
- Committee assignments and offices held in Key Club
- Service project interests
- Personal interests
- Committee interests

Take club and board meeting minutes

- Make sure that attendance is taken at every meeting.
- Record the following about each regular Key Club meeting:
 - Number of members present
 - Names of those absent
 - List of guests attending
 - Presiding officer
 - Speaker and subject
 - Dues collected from whom (if applicable)
 - Committee reports, written and oral
 - Announcements
 - Any motions or decisions acted upon by the membership

Coordinate club correspondence

- Answer all correspondence promptly and inform officers and advisors of the communication.
- Give prompt attention to communications from the district and Key Club International offices.
- Share correspondence with all club members.
- Send thank you and/or congratulatory notes on behalf of the club.

Additional duties

- Help choose the convention delegates, candidates and contestants and take care of all materials and monies (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/her duties and receive all materials and knowledge base from the past club secretary