

ANACORTES KIWANIS NOON CLUB

Functions Performed by the Secretary

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This is a compiled listing from personal experience as secretary of the Noon Club, from the KI Secretary's Guidebook, and from previous papers by Tasker Robinette in 1997 and 1998.

General functions:

1. **Attend training conferences**, usually in June for new presidents, secretaries and treasurers – check PNW web site; **division council meetings**, it's up to the Lt. Gov.; **zone (region) conferences**-usually in March, check PNW web site in Jan./Feb – Lt. Gov. should contact clubs about this; and **conventions**.

1-3 days/year for local training conferences

2. **Keep filing system in the office.** There are notebooks for current and past memberships, monthly reports, old rosters and birthday/anniversary lists. Hard copies are here rather than be totally depend on electronic files. I have a back-up copy of the important files on my home computer. I have a PC and most things in WORD, except roster in Excel, which will be converted to a PDF document in the future so all can receive.

2 hr./week

3. **Get mail from mailbox** (others sometimes do this), open and distribute to mail slots in the Shop (in late Sept., update names on the mailboxes.)

2-3 hr./week

[this could be performed by others.]

Important mail: A few times per year, we get very important mail, usually from the State of WA. This mail concerns the non-profit status of the club 501c (4), the shop 501c (3), and the “charitable” status of each. We could have big problems if we don't pay these fees on time. Give to the treasurer to pay.

Our insurance invoice also falls under this important mail. Insurance payment is usually due on December 23.

4. **Keep in contact with Kiwanis International, Pacific Northwest Division** and the Lt. Gov. for to dates of KI and PNW conventions and Region Conferences and officer training sessions. Remind officers, directors and members, as appropriate, of dates and proper registration procedures. As needed, take sign-ups, get check from treasurer and mail reservations. The board votes on the delegates for the conventions and then the delegates register themselves, make reservations and submit a check request to the treasurer.

Contact with KI (Kiwani-One) and PNW requires signing up with their web sites. I do this on my home computer since I do most of the club work there. This is necessary to be able to file monthly reports (can only do online), update official KI roster, etc. KI and

PNW are putting more reports and forms online each year. Assistant Sec. can also do this.

Notify KI of new officers after annual meeting/election. This is an on-line form. Update KI if there are changes during the FY.

1-4 hrs./month depending on questions/problems (KI web site is unfriendly)

5. **After a new member is approved for membership** by the board, assure that the new member fee and dues have been paid to the treasurer. Keep copy in membership binder in the office. Membership chairperson should also keep a copy of the new member form.

Add new member to the KI roster on the KI website and to the club roster, birthday/etc. list, and to the badge box list. Periodically distribute the updated roster to all club members, and the birthday/anniv. list to the Pres., Pres.-elect, and to the newsletter chair.

2 hrs./new member

[Updating of club roster/other lists could be performed by others.]

6. **Prepare Monthly Report.** Form and instructions are on the KI web site under KiwanisOne. Secretary has to register using the computer which will be used to prepare the reports.

1-2 hrs./month

7. **Annual Meeting** at which officers and directors are elected for the next fiscal year; report on-line to KI. Report changes during the year on-line to KI.

2-4 hrs./year

General paperwork to be maintained by the secretary

1. **Roster.** Update, at least monthly, with changes in membership (names, addresses, telephone numbers, e-mail addresses, and Shop duty codes – coordinate with the shop scheduler. E-mail revised roster to all members.
2. **Badge box membership list.** Update complete list at the beginning of a new FY, October 1, but add new members at end of the list monthly. Names are listed in order of seniority, so everyone's name moves up the list at the start of a new FY – everyone enjoys looking for his name on the list.
3. **Birthday, membership anniversary & wedding date list.** Update with any change in membership. E-mail revised list to President, Pres. Elect, and newsletter editor.

2-4 hrs./mo. Plus 4-8 hrs. early Oct. at new FY

[This could be performed by others.]

Board of Directors Meeting:

Monthly Board meeting agenda and minutes. Currently the Assistant Sec.(Tasker) does this.

The agendas and minutes are divided into the Club and Foundation.

9 ½ hrs./month, per Tasker Robinette, Assist. Sec., who currently performs this very important job.

(It would take someone new to this job considerably longer at the beginning.)

Annual Dues:

The secretary prepares and distributes invoices for the club's annual dues, usually in late August. As the KI fiscal year, and therefore our club's fiscal year, starts on October 1, all member annual dues must be received by Sept. 30 or the member is in arrears and subject to loss of membership, in accordance with KI Club Bylaws.

Currently, the dues are \$123/year for regular members, \$71 for life members and \$66 for family memberships. The dues must be paid by Sept. 30.

30-40 hrs. from late August to early October

Other stuff:

The secretary also does other stuff which needs to be done and no one else does it. But, in the Noon Club, many members take on jobs which would fall to the secretary in smaller clubs. The job wouldn't be possible otherwise.

Under this, could be updating the KI Bylaws, which are mostly dictated by KI with mostly fill-in-the-blank input from the club.

Guess: 4 to 8 hours, plus Board meeting time.

Also, updating the Club and Foundation General Policies.

Guess: 40 to 80 hours, plus Board and committee meeting time.

[Someone besides the secretary could take on these projects.]