

APRIL SECRETARY NEWSLETTER

Contact Info:

email: tiffany@ktkey.org

instagram: @minjae1119
and....

don't forget to check our
district website at
ktkey.org

also follow us on
Instagram @ktkeyclub



MEET YOUR SECRETARY!

Hey KT district key clubbers! This is your district secretary Tiffany Min.

I wanted to tell you a little bit about myself. I am currently a junior at Rossvie High School in division 15. I first joined Key Club my sophomore year and have been dedicated since then. I am so thankful to be a part of this great Kiwanis family which shares the love of community and service.

I do love Key Club but I also love food. I believe food is the true love of my life :) FOOD=TIFFANY and TIFFANY=FOOD Another random fact is that I have an obsession with boba tea and puns.

Well I hope that this allowed you to know me at least a little bit better and I am absolutely ecstatic to be working with you as your district secretary.

Much love,
Tiffany Min

DUTIES OF A SECRETARY

1

ORGANIZATION

It is our job to be organized! Always file all documents and minutes in a organized fashion so it is easy to find at any time. Don't forget to keep track of old documents too.

2

COMMUNICATION

Remember to always communicate with your fellow officers, advisor, and members. Contact through via email, text, and other apps like Remind 101 to stay connected.

3

MONTHLY REPORTS

Remember monthly reports should be detailed and due every 10th of each month. And these will allow your club activities to be recorded and update your district board. Also awards can be received at DCON for secretaries and this is a requirement.

4

MINUTES

Yes at first it can be stressful, but don't worry it will get better. Minutes are a way to look back and see what happened at that certain meeting. Minutes should be concise and easy to read by anyone. Always take attendance and record the events that took place.

ICON

JULY 2nd-8th at Chicago

JOIN US AT THE
75TH
INTERNATIONAL
CONVENTION

TOUR AND TRAVEL
TO THE GREAT
CITY, CHICAGO

ELECT YOUR
INTERNATIONAL
BOARD AND LEARN
ABOUT SERVICE
LEADERSHIP



Chicago!

Come to ICON this year at the magnificent city, Chicago! Here you will have the opportunity to tour and fall in love with the Windy City. You can shop at the Magnificent Mile, eat the famous Chicago pizza, and see the Bean. This year we will be taking a charter bus to Chicago which will allow us to take more Key Clubbers from the KT district.

At ICON we will have the opportunity to elect the new international board and meet Key Clubbers from all over the world. It would be cool (BEAN)s if you join us at ICON and for more details contact me at tiffany@ktkey.org or visit our district website.

Hope to see you there! Much love, Tiffany Min