

July

Secretary

KT TEA



Hello everyone I hope all of you are having a great summer! In this newsletter you will find some organizational tips and duties of a secretary. You will also find news about international convention and important upcoming dates!

Much Love, Tiffany Min



ORANIZATION TIPS:

As secretaries organization is the KEY to success, but sometimes keeping everything in a orderly fashion can be challenging. So here are some tips that can help you out.

When saving digital copies of files try grouping things together. For example, create a folder just for minutes and a folder just for attendance on a hard drive.

Secondly, when filing hard copies using a three ring binder is makes it filing very easy. Have dividers to separate between topics. You can even color code the

sections for easier reference. And within these sections you can organize by date or alphabetical order, what ever works with you. Finally, when compiling a binder it is really import to have a table of contents.

Lastly, when organizing anything remember that if you cannot find it in one try it is NOT organized. When organizing always ask yourself what is the easiest and simplest way to compile these files.



Duties:

- Weekly:
 - Attend club meetings
 - Attend Kiwanis meetings
 - Record minutes of meetings
 - Attend Club events
 - Provide event sign up sheets
 - Communicate with officers, members, advisors, and Lieutenant Governor
 - Update and organize files and records
 - Keep track of members' service hours and attendance at meetings
- Monthly:
 - Attend division training and events
 - Complete and submit the club monthly report form on ktkey.org
- Annual
 - Create goals for the club
 - Attend district training conferences, district convention, and other division/district events
 - Complete and submit the annual achievement report and other district level reports
 - Submit election results of club officers at the end of the year
 - Assist with updating club membership records in the MUC



ICON News:

As many of you know international conventions was at the windy city of Chicago! I was so enthralled to meet so many of you there. At international conventions we have the opportunity to elect our new international board. The international board consist of 13 individuals. There is the president, vice president, and 11 international trustees.

Our new international board is:

President: Emily Rice

Vice President: Hannah Nivar

International Trustee:

- Foster Hillis
- Braeden Dorchester
- Cindy Shou
- Lamiya Kudrati
- Me'Shale Sherwood
- Krysta Couzi
- K'lana Schnack
- Alice Geng
- Leslie Truong
- Jennifer Harned
- Grace Ison

Last but not least, ICON next year is at Baltimore, Maryland! I hope to see many more of you attend this ICONic event!



Upcoming Dates:

- Every 10th of each month submit monthly report
- Fall Rally: October 20th, 2018 @Dollywood

- Kiwanis Family Conference: November 2-4th, 2018 @Black Mountain, NC
- District Convention (DCON): March 22-24th, 2018 @Franklin, TN
- International Convention: July 3-7th, 2018 @Baltimore, MD