

SECRETARY NEWSLETTER

THE OFFICIAL NEWSLETTER OF CATHERINE COALSON

WHO IS YOUR KT DISTRICT SECRETARY?

A brief overview of who I am

Hello fellow KT secretaries! My name is Catherine Coalson. I am an uprising senior at Maryville High School in Tennessee. Before I was appointed as the district Secretary, I served as Secretary in my own club, so from my past experience I hope I can make y'all's lives a little bit easier!

Now here's a bit about me. I play soccer and I throw discus at Maryville Highschool. I am also a member of the National Honor Society and HOSA. I am a twin and I have a German Shepard named Lua. Additionally, I work at a 50's dinner.



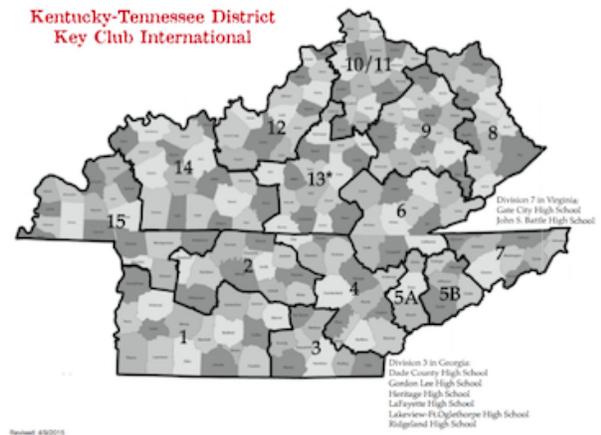
INFO COVERED IN THIS NEWSLETTER

Secretary Reports
duties and tips for secretaries
LTG contacts
up coming dates and I-CON

Secretary reports

- FOUND ON THE KT WEBSITE PAGE UNDER CLUB MONTHLY REPORTS
- [HTTPS://WWW.KTKEY.ORG/MONTHLY-REPORTS/](https://www.ktkey.org/monthly-reports/)
- THIS NEEDS TO BE FILLED OUT BY THE 10TH OF EVERY MONTH INCLUDING OVER THE SUMMER

Kentucky-Tennessee District
Key Club International



Duties of a Secretary

- RESPONSIBLE FOR SUBMITTING MONTHLY REPORTS
- DUTIES DIFFER FROM SCHOOL TO SCHOOL, BUT IN THE ATTACHED PACKET IS AN INTERNATIONAL OUTLINE OF THE RESPONSIBILITIES OF A CLUB SECRETARY
- [HTTPS://S3.AMAZONAWS.COM/KEYCLUB-WPASSETS/WP-CONTENT/UPLOADS/2017/08/29100111/2019-KC-OFFICER-BOOKS_SECRETARY.PDF](https://s3.amazonaws.com/keyclub-wpassets/wp-content/uploads/2017/08/29100111/2019-KC-OFFICER-BOOKS_SECRETARY.PDF)

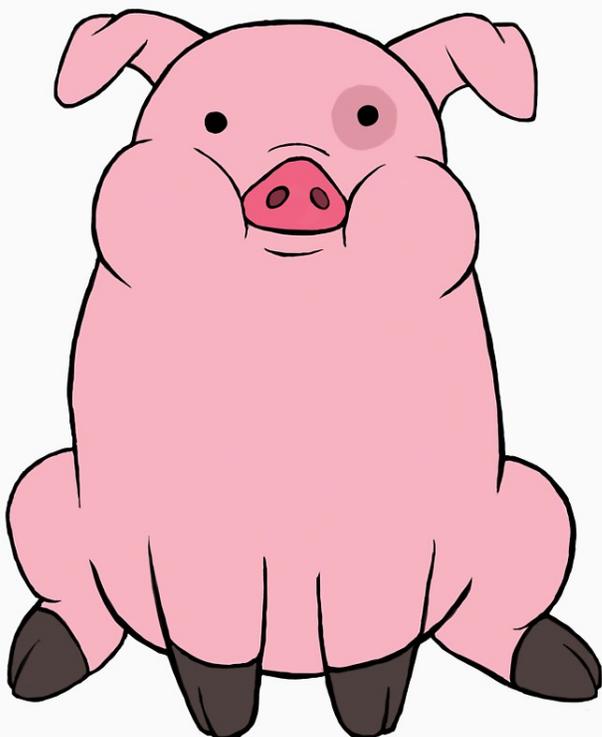
Club elections and hours

- BY THIS TIME YOUR CLUB SHOULD HAVE ELECTED NEW OFFICERS, IF NOT THAT NEEDS TO OCCUR ASAP, BEFORE SUMMER BEGINS.
- HOURS FOR NEXT YEAR HAVE ALSO RESET SO ENCOURAGE YOUR MEMBERS TO KEEP TRACK OF THEIR NEW HOURS FOR THE NEW YEAR

LTG contacts

- A LTG IS A LIEUTENANT GOVERNOR, THEY ARE IN CHARGE OF CONTACTING CLUBS IN THEIR DIVISION AND UPDATING THEM/ INVOLVING THEM IN DISTRICT AND INTERNATIONAL MATTERS
- HAS THE LTG IN CHARGE OF YOUR DIVISION CONTACTED YOU YET? IF NOT EMAIL ME, CATHERINE@KTKEY.ORG

Up coming dates/ deadlines



- JUNE 1-7 ICON
- OCTOBER 19TH DOLLY WOOD FALL RALLY
- DECEMBER 1 ANNUAL DUES BECOME DELINQUENT
- MARCH 19-22 DISTRICT CONVENTION

Secretary tips

- KEEP PAST MEETING AGENDAS TO FILL OUT MONTHLY REPORTS.
- HAVE SIGN IN SHEETS TO KEEP TRACK OF MEMBERS PRESENT AT MEETINGS
- LOGS HOURS DIGITALLY THROUGH TRACK IT FORWARD
- CREATE AN ONLINE FORUM LIKE GOOGLE DRIVE WHERE YOU CAN KEEP ALL OF YOUR IMPORTANT DOCUMENTS AND CAN BE ASSESSED BY OTHER BOARD MEMBERS

Final remarks

- IF YOU HAVE ANY QUESTIONS, CONCERNS, OR COMMENTS FEEL FREE TO REACH OUT TO ME THROUGH;
- EMAIL-
CATHERINE@KEYKEY.ORG
- TEXT 865-385-8188

