



# Kiwaniis®

Louisiana-Mississippi-West Tennessee District

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## The 2016-2017 Distinguished Club Secretary Program

- To qualify as a “**2016-2017 Distinguished Club Secretary**,” a club secretary must achieve **75 points or more**.
- The “**2016-2017 Jay R. Broussard Outstanding Club Secretary**” will be selected from the “**2016-2017 Distinguished Club Secretaries**,” based on the required letters of recommendation from the club president and the respective Lieutenant Governor.

### 1. TRAINING

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The Club Secretary is required to be trained at a Club Secretary Training Conference held prior to the start of the 2016-2017 Kiwanis Year – or using the KiwanisOne “On-Line CLE” program. (5 points for attending a CLE for 2016-2017 Club Officers)

### 2. MEMBERSHIP GROWTH

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Each Club Secretary is asked to sponsor personally new members into his/her home club. (5 points for each new member sponsored by the Club Secretary during 2016-2017)

### 3. ATTENDANCE AT MEETINGS & CONVENTIONS

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- A. The Club Secretary is expected to attend the Board of Directors Meetings of the Club. (3 points for 100% attendance; 2 points for 95-99% attendance; 1 point for 90-95% attendance; 0 points for less than 90% attendance)
- B. The Club Secretary is expected to strive for perfect attendance at regular club meetings. (3 points for 100% attendance; 2 points for 90-99% attendance; 1 point for 80-89% attendance; 0 points for less than 80% attendance)
- C. The Club Secretary is expected to attend the Mid-Year Conference for his/her club’s respective region. (3 points for attending).
- D. The Club Secretary is expected to attend the District Convention in Natchez, Miss. (3 points for attending).
- E. The Club Secretary is asked to attend the International Convention in Paris, France. (3 points for attending).

### 4. REPORTS & DUES

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- A. The Club Secretary is expected to see that the Club’s Annual District & International Dues are paid promptly. (5 points for paying dues on time)
- B. The Club Secretary is expected to file all 12 of the Monthly Reports on time using the **PortalBuzz** (KiwaniisOne) Reporting System. (3 point for each monthly report filed on time on PortalBuzz)
- C. The Club Secretary is required to file the 2017-2018 Report of Club Elections by June 1, 2017 using the **PortalBuzz** Reporting System. (5 points for report filed on time)
- D. The Club Secretary is required to file the 2017-2018 Annual Club Report by November 30, 2017. [NOTE: Secretaries using **PortalBuzz** have automatically qualified for this if all 12 reports have been filed on **PortalBuzz**] (5 points for report filed on time)

### 5. FOUNDATION CONTRIBUTIONS

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The Club Secretary is asked to see that the club’s contributions to both of the Annual Club Gift Campaigns are forwarded to the Kiwanis International Foundation and to the Kiwanis District Foundation by the announced deadlines. (3 points for each)

### 6. SERVICE LEADERSHIP ORGANIZATIONS

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As a Club Officer, the Club Secretary is asked to participate with any Kiwanis Family Service Leadership Organization sponsored by the club. The Secretary can either attend a meeting OR participate in a service project of the sponsored club. (3 points for actively participating with a Kiwanis Family Service Leadership Organization sponsored by the Kiwanis Club.)