Congratulations on being elected club secretary. You’re going to be incredible! As secretary you will help organize and keep records of things that happen during club meetings. So jump in and get started!

**Member information**

Make a club roster (list) with the names of each club member. Ask club members for a phone number or email address so you have a way to contact them. You may also want to collect fun information like birthdays, favorite candy or favorite activity. You can use this information later to celebrate and appreciate your club members.

**Meeting information**

As club secretary you’ll write down what happens at each meeting. These are called “the minutes.” You’ll need to be organized and write things down. Here are some ideas that will help:

- **Before the meeting:** Print the club meeting template at kkids.org/runameeting. It has space for important information like the date, members at the meeting, special events, guest speaker’s topics and actions assigned to members.

- **During the meeting:** Use your template to write down what happens. Record the big stuff. Focus on anything members will need to follow up on doing. Pay attention to what is discussed, decided or planned. Don’t worry about minute-by-minute details or what someone wore or who disagreed with each other.

- **After the meeting:** Review your notes and add comments or details. You may be responsible for typing your notes and saving them to a computer or keeping the written copy in a notebook or file.

**Staying organized**

- **Make time.** Schedule a weekly time to update your reports and organize them.

- **Keep track.** Checklists and calendars are a great way to stay on top of everything. Use the calendar in your K-Kids member handbook to write down upcoming meetings.

- **Keep club members up to date.** Write upcoming meetings and events on the calendar part of the K-Kids poster. Hang the poster in front of the meeting room where club members can see it.

- **Create a K-Kids bulletin board.** Post important information like upcoming meetings, club officers, etc. The bulletin board décor provided in the K-Kids member kit will make it easy. It’s already created, you just have to cut and staple or pin the decorations in place, then post information under the bulletin board headings. Ask your school for permission to hang your bulletin board where members will see it.

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**K-Kids club roster**

<table>
<thead>
<tr>
<th>MEMBER’S NAME</th>
<th>GRADE</th>
<th>BIRTHDAY</th>
<th>FUN INFORMATION</th>
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Find a storage space. Find a designated space to keep copies of the minutes. This might be a binder that stays in the meeting room. If you’re typing the minutes and saving them electronically, this might be a computer or a jump drive designated for K-Kids minutes.

For more information and resources, visit k-kids.org/ClubOfficers. Here you can find the minutes template, membership report and meeting sign-in.