

2020 Virtual KLC – Recorded Session

3. Secretary/Treasurer/Point Director – Trish & Hannah



KAY Secretary, Treasurer, and Point Director – Who Does What?

Each item listed below is the responsibility of the secretary, treasurer, or point director. Read each one and predict who does what by writing in the blank.

S = Secretary

T = Treasurer

PD = Point Director

_____ Takes minutes of club meeting that become permanent records for the club

_____ Assists with fundraising in several ways

_____ Keeps track of club members' participation in activities

_____ Keeps close records of funds and makes sure bills are paid

_____ Distributes meeting minutes

_____ Keeps club members informed about goal progress

_____ Communicates with club members about goal requirements

_____ Shares information about club activities

_____ Prepares yearly point report – due May 15

_____ Helps collect conference fees

_____ Writes and sends thank you notes to speakers and other program participants

_____ Makes sure club dues are sent to KSHSAA by Oct. 15

_____ Submits club goal to KSHSAA by Oct. 15

_____ Helps publicize KAY events in local newspapers

_____ Reminds the club to remember service is the focus

SECRETARY: (see section 1-5 of the KAY Handbook)

Takes minutes of club meeting that become permanent records for the club

- It is important for the secretary to attend every club meeting and board meeting.
- Taking accurate minutes is one of the secretary's most important responsibilities. Accurate club minutes provide a permanent record of what the club discussed and decided to do. In a way, the secretary serves as the historian of your club.
 - Minutes should include: date, meeting time and place, type of meeting (club or board), list of those in attendance, time of call to order, approval/amendment of previous minutes, record of committee reports, general items discussed, record of proposals made, motions, seconds, and final actions, summary of discussion and record vote, time of adjournment

Distributes meeting minutes

- The secretary needs to make sure that all members have access to the approved minutes. These can be distributed in hard copy at a meeting, and they can be posted on a KAY bulletin board or website for members to read.

Shares information about club activities

- Secretaries must be good communicators. They might be asked to help the president, the publicity director, and other members of the board keep all club members informed about upcoming events.

Writes and sends thank you notes to speakers and other program participants

- Many people help make KAY events a success. The secretary makes sure that the club shows its appreciation to those people. Depending upon the situation, a special handwritten note or an email can be sent. The secretary may prepare all of these or the board may work together under the secretary's guidance to get the job done.
- Well-written thank you notes should: start with a greeting (Dear _____), express thanks (Thank you so much for _____), include details (Our club was learned so much from your talk about _____), look ahead (We hope to hear from you again at _____), restate thanks (We truly appreciate _____), and end with regards (Sincerely).

Helps publicize KAY events in local newspapers

- Make sure your school and community know about the great things being done by your club and its members. News releases are provided in the KAY Handbook (section 8 – KAY Forms) to make publicizing KAY events in your local newspaper easier.

TREASURER:(see section 5-1 of KAY Handbook)

Assists with fundraising in several ways

- Clubs should ask the community for help raising money no more than twice a year.
- When fundraising, the treasurer should work closely with the sponsor and school administration to be sure that there are no fundraising duplications with other clubs and that school rules are followed.
- Sections 5-2 of the KAY Handbook includes a long list of fundraising ideas.

Keeps close records of funds and makes sure bills are paid

- The treasurer should work closely with the sponsor and the school clerk to complete these tasks.

Helps collect conference fees

- Clubs pay \$10 per delegate for Regional Conferences and \$3 per delegate for Unit Conferences.

Makes sure club dues are sent to KSHSAA by Oct. 15

- Each club should pay \$2 per club member to the KAY office. Many clubs have members pay a few dollars more than this to help raise some funds to start the year off.

Reminds the club to remember service is the focus

- While money certainly helps clubs participate in activities, KAY is first and foremost a service organization. You don't always need money to help others.

POINT DIRECTOR: (see sections 1-5 and 5 of the KAY Handbook)

Keeps track of club members' participation in activities

- Keep records of all club members' participation in all club projects, activities, and meetings. When calculating points earned by the club and completing the yearly point report at the end of the year, the percentage of members participating in each activity will determine the number of points awarded.

Keeps club members informed about goal progress

- The club will decide on an award as a goal (Red, Blue, or Gold). The requirements for each award are found in section 5-1 of the KAY Handbook. The point director should keep track of the requirements of the chosen award and inform club members of what requirements have been met and what still needs to be done.

Communicates with club members about goal requirements

- Once the club has decided on the goal award for the year, the point director should share the requirements listed to achieve the goal (found in section 5-1 of the KAY Handbook).
- Note that the requirements for camp participation for the Gold Award have changed for this school year due to the online nature of camp.

Prepares yearly point report – due May 15

- This report can be found in section 8 of the KAY Handbook.
- The point director will need to fill out all projects and activities completed by the club throughout the year and calculate the percentage of club members that participated in each project and activity.
- Each project and activity has unique points awarded to it that can be found in the KAY Handbook in sections 7-4 through 7-7.
 - If the club does something that is not listed, the point director is responsible for contacting the KAY office with details of the project or activity so appropriate points can be determined.
- If the club is going for the Gold Award, an additional report (also found in section 8 of the KAY Handbook) should be filled out by the president, sponsor, and point director.

Submits club goal to KSHSAA by Oct. 15

- The club goal should be sent in with the club membership dues and membership list to the KAY office.