

Secretary Dashboard

1. Left Column shortcuts -
 - a. Member Management (KI)
 - b. Monthly Reports
 - c. Club Election/Change in Officers - if not done, do it!
 - i. Current or future - keep up to date
 - ii. Pulls from roster
 - d. Meeting Location
 - e. View Member List from KI
 - f. Club Excellence Tool Admin - valuable resource
 - g. Update My Information
2. Body
 - a. View Roster
 - b. Distinguished Score
 - c. Website
 - d. Location
 - e. Downloads
 - i. Member Information Form
 - ii. New Member Application
 - iii. Distinguished Member Form
 - iv. 09-10 Distinguished Club Criteria
 - v. Leadership Guide
 - vi. KI Store Catalog
 - vii. Graphics Standard Manual
 - f. Edit Kiwanis Advisors - pulldown from membership
 - g. Links
 - i. Member Management (adds/edits/deletes)
 - ii. Monthly Report (Launch page)
 - (1) Setup
 - (a) Service & Fundraising Tracking Worksheet
 - (b) 08-09 Report Compilation
 - (c) Supplemental E-mail distribution (Pres, LtG Eelect)
 - (2) Report
 - (a) Part 1
 - (i) Project Data (from tracking)
 - (ii) Project Reporting
 - (iii) Branded Programs
 - (b) Part 2
 - (i) Donations
 - (ii) Attendance
 - (iii) Interclubs
 - (iv) Questions
 - (c) Preview
 - (d) Submit - resubmit - will e-mail report each time - go back and update - Red dot

- (e) Print
- iii. Reporting Help & Training - takes you to a new window outside SecDash
 - (1) Training
 - (2) Club Mgmt (\$\$\$)
- iv. 08-09 Annual Club Report - same as Setup, (b) above
- v. Secretary Resources
- vi. Secretary Community Group
- vii. Online Club Excellence Tool - use Admin tab on left
- viii. Online Club Leadership Education - good reference
- h. Support

Membership

Member Information Form - - KiwanisOne -> Secretary Dashboard -> links, Membership Information Form (pdf download), then transfer online
Induction - p57 LG (pdf 62)

All member actions - KiwanisOne -> Secretary Dashboard -> Member Management (left bar or links)

Legion of Honor = 25 yrs plus in 5 yr increments

Attendance

Perfect attendance = present or makeup 52 consecutive weeks (or club policy)

Minutes = Annual Meeting, Board, committees may submit. Regular meeting attendance only.

Election = Annual meeting (Officers, bylaws, dues changes), also delegates for Int'l and District

Kiwanis roster update = basis for dues billing, soon to be online.

Supplies = Kiwanis store (store.kiwanis.org)

Links:

KiwanisOne Login: <https://www.kiwanisone.org/common/login.aspx>

K-T Kiwanis: <http://www.ktkiwanis.info/>

Kiwanis International: <http://www.kiwanis.org/>

Feel free to contact me with any questions or concerns -

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