



Kiwanis®

EASTERN CANADA AND THE CARIBBEAN DISTRICT
DISTRICT DE L'EST DU CANADA ET DES CARAIBES

**CLUB SECRETARY AWARD OF MERIT
NOMINATION FORM
FOR THE ADMINISTRATION YEAR 2021/2022**

PURPOSE: This award was established by Past Governor Hedley G. Ivany (1973-1974), Kiwanis Club of Armdale-Halifax, for the club secretary who has been judged to be outstanding (UNSUNG HERO). The club should submit recommendations for this award detailing the reasons why the individual is deserving of the award.

***Date of Board Approval** _____

Nominee Name: _____

Kiwanis Club of _____

Division No. _____ **Division Name:** _____

VERIFICATION OF NOMINATION:

CLUB PRESIDENT NAME _____ **SIGNATURE** _____

THIS NOMINATION FORM MUST BE SUBMITTED TO THE COMMITTEE, ALONG WITH ANY SUPPORTING DOCUMENTS. SUBMIT TO:

District Committee Chair: Marjorie Buck

EMAIL: marj.buck@sympatico.ca

DEADLINE DATE: 12:00 midnight Eastern Standard time January 31, 2023

Submitted Date: _____

Notes:

Over..

Nominee Basic Information

1. A) How did your secretary complete their training for this position?

B) When did your secretary complete their training?

2. Explain how and when your club secretary updated the membership listing, (adding new members) with Kiwanis International.

3. As the individual responsible to prepare and distribute meeting minutes explain how your secretary did this and when.

4. Communications and correspondence are major tasks for the club secretary. Provide examples and details of the tasks that reflects the skills of your club secretary. (This can be submitted on a separate sheet if more space is required.)

5. Outline the club activities that this secretary has been involved in for this administration year. (This can be submitted on a separate sheet if more space is required.)

6. Outline any activities Division or Kiwanis International that this secretary has been involved in for this administration year. (This can be submitted on a separate sheet if more space is required.)

7. Thinking of the key skills required to be an efficient Kiwanis secretary outline this secretary's skill sets that make this person an **outstanding secretary** in your opinion. (This can be submitted on a separate sheet if more space is required.)
