



# Kiwanis<sup>®</sup>

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 2022/2023**

**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 deserves 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:** [Districtawards.20222023@gmail.com](mailto:Districtawards.20222023@gmail.com)

**DEADLINE DATE:** 12:00 midnight Eastern Standard time January 31, 2024.

**Submitted Date:** \_\_\_\_\_

**Notes:**

**Over..**

## Nominee 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 for preparing and distributing 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 reflect 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.)

