

# CLUB PRESIDENT / VICE PRESIDENT

New York District

KEY CLUB

Training  
Materials

[www.nydkc.org](http://www.nydkc.org)

Governor Nadyli Nuñez

Congratulations on being elected president and vice president of your Key Club! Your club members have trusted you to lead your club to new successes this year, and you are now the chief executive officer of your club. Remember to always set a positive example, delegate work to your members, provide great opportunities to serve, and have a smashing time!

## Duties and Responsibilities

- **Appointing and delegating:** take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, ensure that the task is done.
- **Attending:** as an ex-officio member, attend as many committee meetings as possible (but let the chair run the meetings). You are a significant role model; so, attendance at regular club meetings, board meetings, and all club activities is crucial. Attend and encourage all others, to attend the Key Club International convention and all other division and district functions.
- **Evaluating:** on-going analysis of club meetings and operation leads to continuous improvement in the club.
- **Goal setting for results-** goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
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- **Monitoring:** continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- **Motivating:** establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- **Presiding:** make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and fellowship. You are responsible for agenda setting and for making certain the vice-president is prepared to preside in your absence.
- **Problem solving:** make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
- **Recruiting and retaining:** make certain all members are active and involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly goals to be achieved. Make certain new members understand Key Club before induction and are actively involved immediately after induction.
- **Reporting:** the club president bears ultimate responsibility for meeting the reporting requirements of the district and Key Club International.
- **Succession:** prepare next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year.
- **Training:** club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year.

## President's Checklist!

### Weekly Duties

- Conduct and preside over a regular Key Club meeting. Create and abide by an agenda for the weekly meetings.
- Arrange and conduct a board of directors meeting.
- Keep officers and committees running smoothly.
- Lead the entire membership in a well-rounded program of activities and projects. Always have new projects available each week!
- Contact all weak members.
- Meet with faculty advisor to cover agenda points and current club issues.
- Make sure that members from your club are attending Kiwanis meetings.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Work alongside board members to ensure that they are doing their tasks.
- **Contact your Lieutenant Governor!**

### Monthly Duties

- Work with the committee chairs on their proposed projects for the coming month.
- Fill out the **Lieutenant Governor Evaluation Form by the 1<sup>st</sup> of each month**, available for submission online.
- Make sure the Secretary sends the **Monthly Report Form by the 7<sup>th</sup> of each month**, available for submission online.
- Make sure the Treasurer sends the **Fundraising Report Forms every time your club holds a fundraising event**, available for submission online. Proofs must be sent to the District Treasurer.
- Designate members to be in charge of documenting projects with an articles and pictures. A "Service Spotlight" submission form is available online at [nydkc.org](http://nydkc.org), **and all articles/pictures should be sent to: [service@nydkc.org](mailto:service@nydkc.org)**.
- Keep in touch with the student council and school administration.
- Make a list of the coming month's activities and post it on bulletins and websites.
- Organize or participate in inter-club activities.

### Annual Duties

- Turn in the **Elections Report Form** (available online at [nydkc.org](http://nydkc.org)).
- Work toward a **net increase in membership** over the previous year (at least +5 members).
- Receive help and information from the past president.
- Read and study all Key Club educational literature and materials (available online at [nydkc.org](http://nydkc.org) and [keyclub.org](http://keyclub.org))
- Develop a good working knowledge of parliamentary procedure (available online at [nydkc.org](http://nydkc.org)).
- Study your membership roster and form committees (appoint committee chairpersons)
- Conduct elections for class directors and representatives.
- Start projects shortly after school begins, if not sooner.
- Make sure **each member paid his/her dues**. Assist the Treasurer in collecting dues.
- Work with the Secretary in filing your club's **Annual Achievement Report** and **Monthly Report Forms**.
- **Conduct elections** for new officers, and make certain they learn about their respective offices. Elections should be scheduled in February.
- Assist the new president in every way possible to learn about the office and your Key Club.
- Send delegates to the District Leadership Training Conference (April 2011) and Key Club International Convention (summer 2011).
- Try to increase the number of members that attend the District Leadership Training Conference and International Convention.

## Vice President's Checklist

Please review the President's checklist, as you must be ready to take over those duties in the absence of the President. The real importance of the office of vice president is found in the role and function you have in the Key Club program. The role is found in one word: Service – service to the president; service to the other club officers; and service to the general membership of the club. As vice president, you are the **right hand of the president**. You should assist the president and other officers with their duties. Here are some additional duties you should do as a vice president.

### Weekly Duties

- Preside over weekly club meetings in the absence of the president. Attend all club and board of directors meetings.
- Gather material for and help edit the club newsletter. See that a bi-weekly club newsletter is produced.
- Make sure that attendance is taken at every meeting.
- Keep a personal record of each club member.
- Assist the president in every way.
- Watch over the committee system and assist committee chairs.
- Attend all meetings of the project committee as a counselor and ex-officio member.

### Monthly Duties

- Attend the meetings of all the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the Secretary.
- Make sure all the proper paperwork is submitted (see President's Checklist for a list of paperwork and the date due)

### Annual Duties

- Become thoroughly acquainted with the president's duties so you can assist the president.
- Receive all materials and possible help from the past vice president of your club.
- Talk to prospective members of Key Club, and help them to become members.
- Conduct an educational program for new members.
- Work with the new vice president and help him/her prepare to take over your job next year.

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## Delegation

*“The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it.”*

– The Honorable Theodore Roosevelt, 26<sup>th</sup> President of the United States

Spreading the workload is one of the most important roles of a leader. The more involved members get in the planning of events, the more likely they are to participate. This is why delegation plays a big role in membership retention and active participation. What's the best way to delegate? Develop a strong committee system. This will help to ensure the success of your club. (Additional committee resources are available online at [www.nydkc.org](http://www.nydkc.org))

**Don't hog all the work ... MOTIVATE & INSPIRE others!**

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## Path to Success

### Provide supportive leadership

- Establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- Make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.

### Preside over meetings

- Visit the New York District website ([www.nydkc.org](http://www.nydkc.org)) and the International website ([www.keyclub.org](http://www.keyclub.org)) weekly to see upcoming news, events, and resources.
- Make certain that each club and board meeting is well-planned and organized, flows smoothly, ends on time, and each member is having fun.

### Recruit and retain members

- Make certain all members are active and involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly goals to be achieved. Make sure new members understand Key Club before induction and are actively involved immediately after induction.
- Set membership recruitment goals. Work towards at least a net increase (+5 members) over previous year.

### Plan strategy and set goals

- Keep in mind that ongoing evaluation of club meetings and operation leads to continuous improvement in the club.
- Goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year. (Set SMART goals!)
- Continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.

### Oversee a committee system

- Survey each member to determine what committees each member would like to serve on (assign everyone at least 1 committee).
- Committee meetings should occur 1-2 times a month. Try to attend as many of these meetings as possible.
- Produce a committee directive which defines the specific roles and responsibilities of each committee.

## Need help? Contact your District Officers!

**Governor Nadyli Nuñez**

[nadylinunez.gov@nydkc.org](mailto:nadylinunez.gov@nydkc.org)

**Secretary Grace Na**

[gracena.sec@nydkc.org](mailto:gracena.sec@nydkc.org)

**Treasurer Safanah Siddiqui**

[safanahsiddiqui.treas@nydkc.org](mailto:safanahsiddiqui.treas@nydkc.org)



**Kiwanis**  
Service Leadership Programs

*Edited Training Packet from 2009-2010 Service Year*

**GOVERNOR NADYLI NUÑEZ**

New York District Key Club 2010-2011

*"Caring-Our Way of Life"*

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Officer SMART Goal Worksheet

Setting SMART goals.

Specific    Measurable    Achievable    Realistic    Timely

**My SMART Goal:**

**Benefits to Me:**

**Benefits to the Club:**

**Obstacles:** (past, present, and future)

**Solutions for each Obstacle**

**Action steps to complete to achieve my SMART goal.**

**Complete action step by when?**

- 1.
- 2.
- 3.
- 4.
- 5.

**Measurable**

Tracking System: How do I measure and know I have achieved this goal?