



KEY CLUB OFFICER

Be the

**PRESI-
DENT**



Be the President

Congratulations on your election to one of the most crucial roles of the club. The club president position is vital to your club's success and requires much dedication to the upcoming tasks. Your primary efforts consist of running club meetings, creating club activities and service projects, and maintaining communication between your board and your lieutenant governor. One of your most important tasks is finding what works best for your club. While you are making important club decisions, ask members for their input. Make sure to work with your board, as well as your advisor, outside of club meetings to ensure your club's success. Best of luck on the opportunity-filled year ahead.

Official duties

Your Key Club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

Forget about the fast lane. If you really want to fly, just harness your power to your passion.

OPRAH WINFREY

Establish a climate of enthusiasm, support and open communication within the club. Make sure all members feel their voices are heard and their hard work is celebrated.

Ensure all club and board meetings are well planned and executed. Make sure your meetings keep members engaged; have clear organizational structure and follow parliamentary procedure; have up-to-date information from Key Club on local, district and international levels.

Keep members connected and engaged through well-developed and frequent programming.

Assist your club officers in completing annual achievement reports, contest and award applications and the necessary steps regarding club dues.

Develop necessary relationships with school administrators, faculty advisors and Kiwanis clubs.

Create strategies, conduct evaluations and work to set goals aimed at continuous club improvement.

Develop membership recruitment goals throughout the year. Once members are inducted, be sure to help them become actively involved.

Manage the club election process. Set a date in February for elections and inform members about the process.

Checklists

weekly

- CONDUCT AND PRESIDE OVER KEY CLUB MEETING.
- CREATE AND ABIDE BY AN AGENDA FOR YOUR WEEKLY MEETING.
- KEEP OFFICERS ON TASK AND PROVIDE ASSISTANCE TO COMMITTEES.
- LEAD MEMBERSHIP IN ACTIVITIES AND PROJECTS.
- ENSURE THAT DELINQUENT MEMBERS ARE HANDLED PROPERLY.
- MEET WITH YOUR ADVISOR TO DISCUSS AGENDA AND CLUB ISSUES.
- MAKE SURE THAT EACH OFFICER IS AIDING THEIR ASSIGNED COMMITTEE.
- KEEP A FILE OF ALL CORRESPONDENCE.
- WORK ALONGSIDE BOARD MEMBERS TO ENSURE THAT THEY ARE DOING THEIR TASKS.
-
-
-
-
-

NOTE TO SELF

monthly

- ARRANGE AND CONDUCT A BOARD OF DIRECTORS MEETING.
- WORK WITH COMMITTEE CHAIRS ON THEIR PROPOSED PROJECTS.
- SUBMIT ANY ON-TIME MONTHLY REPORTS.
- COMMUNICATE WITH STUDENT COUNCIL AND SCHOOL ADMINISTRATION.
- ORGANIZE OR PARTICIPATE IN INTER-CLUB EVENTS.
- CONFIRM THAT CLUB ACTIVITIES ARE SENT TO THE DISTRICT PUBS.
-
-
-
-
-
-
-
-

NOTE TO SELF

annual

- INCREASE IN MEMBERSHIP OVER THE PREVIOUS YEAR.
- RECEIVE INFORMATION FROM THE PAST PRESIDENT.
- REVIEW ALL KEY CLUB EDUCATIONAL MATERIALS.
- UNDERSTAND PARLIAMENTARY PROCEDURE.
- ENSURE THAT AT LEAST TWO KEY CLUB MEMBERS ATTEND A KIWANIS MEETING.
- REVIEW YOUR MEMBERSHIP ROSTER AND FORM COMMITTEES.
- CONDUCT ELECTIONS FOR CLASS DIRECTORS AND REPRESENTATIVES.
- PLAN SUMMER SERVICE PROJECTS.
- SERVE ON CLUB ELECTIONS COMMITTEE.
- ESTABLISH CONNECTIONS WITH SPONSORING KIWANIS CLUB AND OTHER KIWANIS FAMILY CLUBS.
- VERIFY EACH MEMBER PAID THEIR DUES TO BOTH DISTRICT AND INTERNATIONAL.
- VERIFY THAT MEMBERS RECEIVE A MEMBERSHIP CARD AND MEMBER HANDBOOK IN RETURN.
- WORK WITH THE SECRETARY IN FILING YOUR CLUB'S ANNUAL AND MONTHLY REPORTS.
- ORGANIZE THE ADVISOR APPRECIATION DAY PLANS.

NOTE TO SELF



Be the Visionary

Sharing a vision will set the club up for future success. Being visionary means thinking of goals for the club and agreeing on ways to achieve and evaluate them.

Try to make sure goals are **SMART**: Specific / Measurable / Achievable / Realistic / Timely

A goal should be specific, described as thoroughly and completely as possible. As you get started, you should evaluate your club's current status on membership and service projects. Each goal should be measurable; ideally the progress and success can be identified by a percent or number. The goal set should be achievable — reasonably difficult but not beyond the club's skill set. Lastly, establish a goal that can be achieved in an established and reasonable timeline.

Along the way, you'll want to monitor the club's progress toward the goals. To make sure you get an honest understanding of your progress, be sure to include your members, executive board and advisors in the process of evaluation.

REFERENCE

At keyclub.org, you can find goal planning tools to help you and your executive committee plan specific goals for the year.

Be the Delegator

Delegating can be a challenging but necessary part of your role. It is important to remember you are only one part of a team, and you'll need to trust others on your team to contribute to the success of your club. When delegating, keep in mind the following:

- **Set clear expectations, responsibilities and limitations.** Keep people connected throughout the process to the overall club goals and create individual project goals.
- **Include your advisors in the process.** They may have ideas about whom to assign tasks and what kind of guidance to give.
- **Choose appropriate tasks.** Club members have a variety of talents, skills and interests. Give them the chance to work on projects and tasks that fit. Also, give them a voice in decision-making. Allow input on how to accomplish a specific task, and use that input whenever possible.
- **Make sure you are being supportive.** When you assign a task, allow people to learn through the experience. Avoid looking over their shoulder or micromanaging. Be sure the expectations and time frames of each task are clear, so check-ins will be productive.

Know your resources

Did you know your club can receive up to US\$2,000 in grants from Key Club International for your service projects through the Youth Opportunities Fund? There are two opportunities per year to apply for a YOF grant. Applications for the first cycle must be received by October 15 at 11:59 p.m. ET. Applications for the second cycle must be received by March 1 at 11:59 p.m. ET.

Guidelines for completing the online grant application can be found online at keyclub.org/yof.

Be the Problem Solver

As president, you'll be expected to solve problems. Sometimes there will be problems with a project. Sometimes there will be problems among members. Sometimes they'll be your own. Whatever happens, the first thing to remember is to keep your head on straight. Too often when problems arise, people forget to think clearly or get caught up in emotions.

When a problem arises, first ask yourself and others to define it. What happened, when and where did it happen and who was involved? If there is a problem between club members, be sure to stay neutral and open, and listen to all sides of the story. After identifying the problem, seek the input of people you trust as to how it might be solved. Your advisor might have some key problem-solving knowledge and advice. Once you have made your decision, come up with some clear indicators for correction, and make them clear to those involved.

To handle yourself, use your head; to handle others, use your heart.

ELEANOR ROOSEVELT

Be the Motivator

At some point this year you might notice a shift. Certain members may stop coming to meetings. Board members may drop the ball. Maybe you don't always feel as into your own role as you did at the beginning. A loss of motivation is nothing to fear! Just ask yourself these questions:

Is there a loss of purpose? Do they/you still believe in the mission? Are they/you able to connect your actions to impact?

Is there a loss of ownership? Is there freedom in how tasks/work/goals are completed? Are individual wishes and ideas valued?

Is it something outside of the organization? Is there something in your/their work, school or home life that is taking over focus or maybe something you/they need to focus on instead?

After reflecting on these three questions, the next course of action is to ask questions, to find out how you can get people back on track. If you want to help people, you'll sometimes need to ask hard questions. Make sure to be sensitive and thoughtful when listening to the feedback and concerns from members.

You can also keep these 5 tips in mind when trying to help others stay motivated:

- Be fair, honest and consistent — show no favoritism.
- Survey your membership to see what group members want or need and provide avenues for recognition.
- Give individual attention and demonstrate your understanding of members and accepting their strengths and weaknesses.
- Provide honest feedback — praise their successes publicly, and privately give constructive criticism to help them learn from their mistakes.
- Involve members in goal setting and decision-making process and clarify your expectations of members and their expectations of you.

ADVICE

When people are involved, especially your friends, conflicts and problems can get complicated. One way to begin to understand the conflict is to have each person write out five sentences about what they believe the problem is, why the problem exists and what they believe needs to be done to fix it. If they only have five sentences it sometimes helps people narrow their thoughts more, and helps you understand where things may have gotten personal. With your advisor present, use the writings as a starting point toward a resolution.

Be the Organizer

One of your main jobs as president is to organize your meetings. When planning a club meeting, the following should provide a good outline:

Before the meeting

- Set an agenda and share with members in advance.
- If a speaker or guest is expected, confirm details with them.
- Invite members of your sponsoring Kiwanis club.
- Assign someone to greet new members and make them feel welcome and informed.
- Stick to a regular day and time.
- Meet with your advisor(s) to review the agenda and get questions answered.

At the meeting

- Lead the meeting with support from other officers.
- Remember, your meeting is a representation of your service, so make sure it's organized and engaging.
- Start out with a short icebreaker or quote.
- Host guest speakers.
- Share upcoming service projects and why they need the club members' support.
- Participate in a project. Find service ideas in the online service project guide.
- Evaluate your last project.
- Thank everyone for attending.

After the meeting

- Clean up.
- Distribute the minutes to all members.
- Send greetings to members who could not attend.
- Ask members who did attend to let non-attendees know what happened.

*1) Work hard. 2) Be organized. 3) Communicate.
4) Engage members. 5) Serve your club, not the
other way around.*

PAUL JOHN, MICHIGAN DISTRICT, CLUB PRESIDENT



Be the Architect

As the club president, you won't be building skyscrapers, but you will be building relationships. It's important to lay a foundation for your club at a variety of levels.

Some people only ask others to do something. I believe that, why should I wait for someone else? Why don't I take a step and move forward?

MALALA YOUSAFZAI, 2014 NOBEL PEACE PRIZE RECIPIENT

Members

As the president, the relationships within your club should always be important to you. One of Key Club's core values is inclusiveness, and it is your duty to encourage that environment among your club. One way you can encourage members to bond is to provide enough opportunities for members to learn about one another. Even if they don't become instant best friends, they'll learn to appreciate each other. Ask your advisor if you can arrange social gatherings for your club to reconnect at the beginning of the year, offer opportunities to meet potential new members and celebrate successes. Once you have established a budget, create a committee of members to plan each event — this is where that whole delegation lesson comes into play.

Officers

Your club officers will spend lots of time together this year. They may start out as best friends, or they may start out as adversaries. No matter what, your goal should be to help your officers learn to work as a team. One great way to get club members off to a great start is to plan a retreat at the beginning of the term. This can be a way for you to learn more about your team and set goals. A great way to encourage this type of teamwork is to include team building activities. Be sure you choose activities with a purpose. Each activity should be aimed at encouraging a topic important to your success, such as communication or working together. You can find lots of activities online, but remember: the most important part is to talk about the activity, what skills you used, and how you can incorporate those skills later in the year.

Advisors and other adults

Some of the most important relationships you can develop and foster are with the adults who will help you along the way. Remember to set up regular meetings with your club advisors so that you can establish your joint expectations for the year and decide how you will communicate. You may also consider setting up meetings with school administration to introduce yourself and learn more about each other. It is also important to consider the relationship you have with your sponsoring Kiwanis Club. Kiwanians are happy and proud to have you as part of the Kiwanis family. They want to learn about members of your club and the good works you accomplish. A great way to connect is to reach out to your sponsoring club and set up times for your members to visit their club meetings. You may also invite Kiwanians to your club meetings, service projects or fundraising events. Be sure to involve your advisors in the process of inviting Kiwanians so they can be prepared to include them.

Know your resources

Key Club International wants to help you succeed — so we're providing as many resources as possible. Here are just a few you might consider as your executive board brainstorms ways to support and build your club. You can find more resources at keyclub.org or through the semimonthly Key Club email. Not receiving the email? Have your club advisor or secretary update your email address in the Membership Update Center at keyclub.org/muc.

Service ideas

Visit keyclub.org/service_ideas_main to find great ideas from other Kiwanis members or to submit your club's favorite project.

Partners

Go to keyclub.org/partners for information on Key Club partners and preferred charities.

Meeting kits

We have resources to make meeting and serving easy, impactful and fun. Key Club meeting kits serve as a resource for club leaders and advisors and simplify one aspect of running a Key Club. Every kit focuses on a different theme that offers learning and service options for your club. Your club can use the entire kit, using the agenda as a guide and exploring corresponding resources within the agenda as you go. Or you can opt to pick sections to use, such as icebreaker activities, videos or service project ideas. Learn more at keyclub.org/meeting-kits-guide/.

Global Leadership Certificate

The Global Leadership Certificate (GLC) program is a series of online courses based on Key Club's core values of fellowship, leadership and service. You'll learn traditional skills as well as in-demand skills such as emotional intelligence, empathy, resiliency and more. These leadership development courses won't just help you stand out as a candidate for universities, grad and trade schools and employers. They will also help you become a stronger leader and change maker. The learning platform allows you to work at your own pace and includes videos, assessments, resources and activities. Best of all, the cost of the Global Leadership Certificate is included in your membership fee. Visit keyclub.org/glc for more information.

Key Leader

Key Leader is a weekend experiential leadership program for today's youth leaders. By participation in a hands-on, weekend event, Key Leaders learn that leadership comes from helping others succeed. Thousands of students on four continents have and will become Key Leaders. Learn more about Key Leader and what programs are happening in your area at key-leader.org.

KEY CLUB[®]



keyclub.org



facebook.com/keyclubintl



@keyclub



@keyclubint



keyclubtv