



KEY CLUB OFFICER

Be the

VICE PRESIDENT

Be the

VICE

PRESIDENT



Be the Vice President

Congratulations on being elected club vice president. The role of vice president is very important, and the work you do this year will help determine your club's success. Your main focus will be supporting the president, organizing committees and assisting with whatever else your club needs. You might be asked to help plan and run meetings, recruit members or host a service project. Make sure to communicate with the president and your fellow club officers so that everyone is on the same page. Assign committee chairs and help each committee create goals and directives. Every club is unique, so sit down with your advisor and officers to determine additional responsibilities for your position. Good luck, and have a wonderful year.

Develop your 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 their 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.

As mentioned before, the vice president has the unique opportunity to help the club by being flexible to meet the needs of their club and fellow officers. Use the spaces below and to the right to work with your club president and advisor to establish your role for the year.

Develop necessary relationships with committees and directors from each year's class; assist club officers in submitting monthly reports; ensure club resources for service projects, recruitment, partner information and transition materials are current and available; support president in decision-making and club management.

Checklists

weekly

- ASSIST THE PRESIDENT IN LEADING THE CLUB.
- MONITOR THE COMMITTEE SYSTEM.
- SUPPORT THE DEVELOPMENT OF MEETING AGENDAS FOR THE CLUB AND COMMITTEES.
- PROVIDE ASSISTANCE TO COMMITTEES AND DIRECTORS, AS NEEDED.
-
-
-
-

NOTE TO SELF

monthly

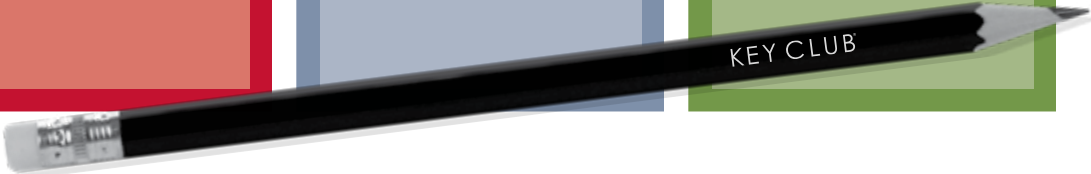
- ATTEND ALL MEETINGS OF THE PROJECT COMMITTEE AS A COUNSELOR AND EX OFFICIO MEMBER.
- ASSIST SECRETARY IN COLLECTION OF MONTHLY COMMITTEE REPORTS.
- ATTEND THE CLUB'S BOARD OF DIRECTORS MEETINGS.
- MAKE SURE THE CLUB SECRETARY MAILED THE CLUB MONTHLY REPORTS TO DISTRICT OFFICERS.
- ASSIST EDITOR IN COLLECTING ARTICLES OR INFORMATION FOR PUBLICATIONS.
-
-
-

NOTE TO SELF

annual

- ACQUAINT YOURSELF WITH THE PRESIDENT'S DUTIES SO YOU CAN ASSIST THEM.
- RECEIVE ALL MATERIALS AND POSSIBLE HELP FROM THE PAST VICE PRESIDENT OF YOUR CLUB.
- HELP PLAN AND STRATEGIZE MEMBER RECRUITMENT FOR THE YEAR.
- CONDUCT AN EDUCATIONAL PROGRAM FOR NEW MEMBERS.
- ENSURE THE SUCCESSFUL TRANSITION OF THE NEW VICE PRESIDENT TO THE ROLE.
-
-
-

NOTE TO SELF



Be the Supporter

One aspect of being the vice president is being involved in a wide variety of projects and with a wide variety of people. The vice president helps ensure the duties of the president are carried out, if they are unable to fulfill them. The vice president also helps ensure the club runs smoothly as a whole. The vice president must be invested and involved because at any given point there may be the need to step into action.

In order to help the other officers, it is important to review some of the same information they were provided. Doing so will better prepare you for your role. Be open about the gifts and skills you possess and how they can benefit your club. Be sure to talk with others on the executive board to understand how you might be able to best support them in their roles.

The worst thing a vice president can do in your role is wait for work to come to them. Being proactive about supporting the club officers and members will make the greatest difference in helping your club succeed.

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.

Be the Recruiter

One thing every club needs to succeed is members. With a variety of activities and clubs in each school it can sometimes be hard to get people's attention and get them interested in your club. Help lead your club to success through member recruitment.

Although recruiting new members should be everyone's job, it helps to set up a team of about five to 10 people who will focus on recruitment. The recruitment team should be well-trained on how to persuade people to join. Before getting started, set recruitment goals for your club. Some good recruitment goals may include how many members you'd like to see or how many new members from which grades. Before beginning each recruitment cycle, pull together resources to help your club stand out and to help people learn more about Key Club. You can create your own resources or explore ideas at keyclub.org. Consider how you want to share your message. Information tables in public spaces, school newspapers, flyers and social media are all great ways to get the word out about Key Club. Lastly, remember that while you may focus your efforts to the beginning of each semester, recruitment for your club is a year-round effort.

The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant.

MAX DEPREE

Grants for projects

There are two opportunities per year to apply for a Youth Opportunities Fund 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.



Be the Designer

One common role assigned to vice presidents is overseeing the committee system. The committees will be the main opportunity you and the president have to delegate responsibilities. Designing a strong committee system can build a strong foundation for your club and help ensure your annual goals are achieved. When designing committees, keep the following in mind:

- Utilize the member information form to determine on which committees each member would like to serve.
- Assign all members to serve on at least one committee. Work with the president and advisor to make assignments.
- Establish an expectation of committee meetings occurring monthly at club meetings.
- Attend the monthly meetings of the committees as an ex officio member and advisor.
- Collect all monthly committee reports and turn them in to the secretary.
- Encourage each member to be active on a committee.
- Be sure each committee is aware of local, district and international resources available to them.



Suggested committees:

Kiwanis family relations committee

Works with the sponsoring Kiwanis club and other members of the Kiwanis family to plan joint service, social and fundraising projects.

Public relations committee

Works to make Key Club a household name through club newsletters, school and local media, marketing campaigns for service projects and fundraisers. This committee works closely with the editor and webmaster.

Program committee

Brings interesting speakers, films and entertainment to Key Club meetings and educates all members about what Key Club is and does.

Project committee

Initiates and implements all service projects.

Social committee

Plans and promotes fellowship activities (dances, parties, etc.), coordinates birthday celebrations and works with club officers to recognize members for their hard work.

TIP

Did you know Key Club International has hundreds of service project ideas available for you? You can download the service project directory from keyclub.org/service. The service project directory outlines projects by the level of difficulty and gives some guidance in planning. The directory also provides some projects related to Key Club's preferred charities and global initiatives. You can also find service projects designed to be easily integrated into your Key Club meeting so you can have members perform on-the-spot service.

Membership development committee

Helps invite members into the club, encourages high attendance at all club events and works with the public relations committee to create materials for recruitment.

Each committee will need to have an appointed chairperson who will be responsible for the following:

- Ensures every member of the committee has a clear understanding of the committee's authority and function.
- Knows what resources are available.
- Know to whom they are responsible, to whom they report and the channels of reporting. In most clubs, committee chairpersons report to the vice president.
- Makes sure their committee members and advisor know in advance when and where committee meetings will take place.
- Makes an agenda for every committee meeting.
- Observes deadlines.
- Keeps records.
- Works with the committee, not above them.
- Evaluates themselves and the committee regularly.
- Stays on topic.
- Isn't too formal.
- Is accepting of different ideas.



I believe that the most successful vice president is personal with members. To successfully lead committees, be the president's right-hand man or woman and guide the club, the vice president has to be approachable and be able to connect with members.

DANTE SCHULTZ, NEW YORK DISTRICT, CLUB VICE PRESIDENT

Be the Advocate

Helping organize projects and programs can be a huge part of your role. One major area of focus for Key Club is service-related projects and programs. When planning service projects, ensure they have value and meaning by including the Five Critical Elements of Thoughtful Community Service.*

1. Seek out community needs. Make sure that you do some research about the needs in your community before you start planning a project. Reach out to local organizations like United Way or other community groups for ideas.

- **What it looks like:** Your city reduces the budget for the animal shelter. Your members are animal lovers, so you contact an animal shelter to see how your club can help.

2. Educate members. Inform your members about the community need you've discovered, the group you'll be working with and why it's important for your club to help. If they know the value of their service, they'll be more motivated to participate.

- **What it looks like:** Someone from the animal shelter is invited to speak at your club meeting before the project, or you show a video about the topic.

3. Respond to the need. Now it's time to take action! Keep your members motivated throughout the project by sharing encouraging words and reminding them of the difference they're making.

- **What it looks like:** Thanks to your club, dogs are happier and the facility is cleaner. The staff is thankful, and members know their work has made a difference.

4. Reflect. Reflection should happen immediately after the project to discuss reactions, share stories and explore feelings. A good reflection experience allows members to process what they did, why it was important and how the service they did was meaningful to them. Check out training resources on keyclub.org to help you lead reflection activities with your group.

- **What it looks like:** At the next club meeting, a couple of members who are not officers share what they did and how the service experience affected their lives. Other members show pictures or videos they took. Some members might even realize their love for animals could one day become a career opportunity.

5. Evaluate and celebrate. After your group reflection, evaluate your experience with fellow club members. Was it successful? What would you have done differently to make it more successful? Evaluation gives direction for improvement, growth and change.

- **What it looks like:** The majority of your club comes to the animal shelter project, and the agency asks for your service again. You decide to make this an ongoing project.

**Adapted from a publication of the Campus Outreach Opportunity League.*

Tend to the people, and they will tend to the business.

JOHN MAXWELL

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](https://twitter.com/keyclub)



[@keyclubintl](https://instagram.com/keyclubintl)



[keyclubtv](https://youtube.com/keyclubtv)