## Duties of the Club President

During the next year, you will be planning, organizing, and camying out responsibilities associated with your role as the club's chief executive officer. Many of these leadership responsibilities are listed below. Be assured that everyone in your club wants you to be successful. Most members will help you suc ceed if the ta sks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill. Remember, planning and preparation count, and "enthusiasm is contagious."

## Duties and Responsibilities

- Appointing and delegating- take great care in the appointments you make and in delegating tasks. After a ppointing 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, a nd all club activities is crucial. Attend and encourage all others, to attend the Key Club Intemational convention and all other division and district functions.
- Evaluating- on-going a nalysis 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.
- Monitoring- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and a ppointees.
- Motivating- establish a climate of enthusiasm, openness, and concem. Follow up, congratulate, and listen.
- Presiding- make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, a nd that each member has fun and fellowship. You are responsible for agenda setting and for making certa in the vicepresident is prepared to preside in your absence.
- Problem solving- make it apparent that you are concemed and accessible. Seek input a nd explore altematives before making important decisions.
- Recruiting and retaining-make certa in 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 certa in 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 Intemational.
- Succession- prepare next year's president for duties as your club's next c hief offic er.

Try to encourage members to run for positions. Be very observant of those you think can do well with certa in posts for the next year.

- Training- club officers, board, and committee chaipersons must clearly understand and camy out their responsibilities throughout the year.


## Club President's Checklist

## Weekly Duties

- Conduct and preside over a regularKey Club meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep offic ers and committees running smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are contacted.
- Meet with faculty advisor to cover agenda points and current club issues.
- Make sure that members from your club are attending Kiwa nis meetings.
- Attend as many Kiwanis meetings a s possible.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing theirta sks.


## Monthly Duties

- Arrange and conduct a board of directors meeting.
- Work with the committee chairs on their proposed projects for the coming month.
- Make sure all monthly reports are submitted on time.
- Keep in touch with the student council and school administration.
- Make a list of the coming month's activities and post it.
- Organize orparticipate in inter-clubs.


## Annual Duties

- Work toward a net increase in membership over the previous year.
- Receive help and information from the past president.
- Read and study all Key Club educational materials.
- Develop a good working knowledge of parliamentary procedure.
- Set up good Kiwanis-fa mily relations.
- Study your membership roster and form committees.
- Conduct elections for class directors and representatives.
- Sta it projec ts shortly after sc hool begins, if not sooner.
- Designate a public relationscommittee chair and make sure your club activities are sent into the Tex-O-Key public ation and KEYNOTER magazine.
- Make sure each member paid his/her duesto both district and Intemational and received a membership card and Member Handbook in retum.
- Work with the secretary in filing your club's a nnual a nd monthly Reports.
- Conduct elections fornew officers, and make certain they leam about their respective offices. Elections should be scheduled in February.
- Assist the new president in every way possible to leam about the office and your Key Club.
- Send delegates to the district and Intemational Key Club conventions.
- Try to increase the number of members that attend District and Intemational Convention.
- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Key Club. Invite potential members from the incoming class.

