

**Texas-Oklahoma District
Key Club International
Regional Advisor Job Description and Duties**

Prupose:

Provide guidelines to persons appointed to the position of Key Club Regional Advisor ensuring Texas-Oklahoma Key Clubs have good support from Kiwanis adults located within the same region.

Job Description :

Regional Advisors are the official mediator between Key Club and Kiwanis, offering support to Key Club Lt. Governors, Clubs, and Faculty Advisors while conducting themselves in a professional manner. Regional Advisors are responsible for the overall management of their region. Additionally, a Regional Advisor communicates with the regional Kiwanis Clubs to ensure proper support is available to sponsored Key Clubs.

Qualifications:

1. Be 21 years of age or older.
2. Be a member of a Kiwanis club and be in good standing with their club.
3. Must pass Kiwanis International background check.
4. Key Club knowledge preferred
5. Leadership and organizational skills are a must.

Regional Advisors Duties:

1. Provide Lt. Governor's transportation to district board meetings, District Convention(DCON), other regional and division events.
2. Provide support for Lt. Governor and possible transportation to Kiwanis division and/or club meetings.
3. Mentor Lt. Governor in professional decorum, public speaking, email and other technology etiquette.
4. Attend Regional Training Conference or other training conferences organized and conducted by Lt. Governor.
5. Facilitate Faculty Advisor discussion at Regional Training Conference. Exchange contact information and create group chat within a common app ie Group Text, Skype or FaceBook.
6. Have monthly or more frequent contact with Lt. Governor via specific email, text or phone call.
7. Have monthly or more frequent contact with District Administrator via specific email, text or phone call.
8. Be point of contact to all Key Clubs and Kiwanis Clubs within assigned region.
9. Provide quarterly updates to all Faculty and Kiwanis advisors.
10. Become familiar with Youth Protection Guidelines, Parliamentary Procedures, Key Club Code of Conduct, Key Club Bylaws and Election Code.

11. Provide instruction during Lt. Governor training.
12. Be engaged during District Key Club board meetings, sub-committee meetings and other Key Club events.
13. Regional Advisors should attend all Divisional Election Conference and insure that all Divisional Election Conferences are completed by January 15.
14. Assist at DCON as assigned by Administration.
15. Recommend appointments of vacant division or partial year replacement Lt. Governor to Governor and Board.