



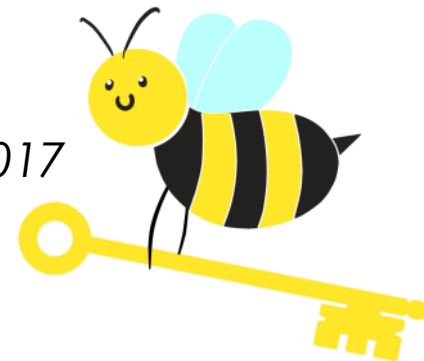
# Effective Communication & Key Club Basics

**Training Event**

*Lt. Governor Candidate Training Conference 2017*

**Presented by**

**CNH Trainers**



# Effective Communication



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# BEE Expressive

- Smile
- BEE positive and optimistic
- Show that you are passionate
- Connect with the audience by making eye contact with each person



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# Awkward Silence?

- Use pauses after speaking to emphasize certain points
- When asking a question, repeat it twice to make sure the audience understands
- Repeat important points



*Awkward turtle!*



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# Hearing vs. Listening

- You can talk, but does your audience hear you or listen to you?



- Hearing is just noise, while listening is positively affecting the audience, since they think about your purpose.
- When you write an e-mail or make a phone call, was it worth your audience's time?



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# BEE the Audience



- Officers or Kiwanis club?
- Take note of the setting, club meeting or Kiwanis DCM?
- Be more casual with peers, but more respectful with Kiwanis members
- Avoid “slang”
- Have confidence



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# Communication with Adults

- Be straightforward and to the point
- Discuss what times are convenient to call
- Find out what their preferred method of communication is
  - E-mail > Text > Phone
- Discuss how funds and orders will be handled for division items
- **Never** be afraid to ask for help, they are here for us.



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# Communication with Officers & Members

- **Phone Calls:** more personal; easy to forget
- **E-mails:** thoughtful & consistent, documentation
- **Professionalism:** try not to be intimidating
- You are a representative of the district, remember this always.
- Use Facebook groups, but **do not** conduct official business on social media.



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# History of Key Club



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# History



- Sacramento High School, 1925
- Known as Key Club because it was made up of “key” students from around the school



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- **1947:** First clubs chartered in Nevada
- **1948:** First District Convention held in Oakland with 80 members from 23 clubs
  - District officers elected, and bylaws adopted
  - John Cooper became first District Governor
- **1952:** Became Cali-Nev-Ha with chartering of McKinley HS in Hawai'i.
- **1954:** 1<sup>st</sup> *CNH Key* published



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# Structure of Key Club



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# Clubs

## Leadership

- **President**
- **Vice President(s)**
  - Up to 6 VPs, can be allocated different foci (e.g. VP of Service, VP of Fundraising, etc.)
- **Secretary**
- **Treasurer**
- **Editor**



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# Divisions

- There are **80 divisions** in CNH with 77 Lt. Governors
- **Leadership:**
  - Lieutenant Governor
    - Appoints Executive Assistants and 1 Division News Editor
    - LTG elected at conclave or appointed by Governor
- **Size:** 2-16 clubs



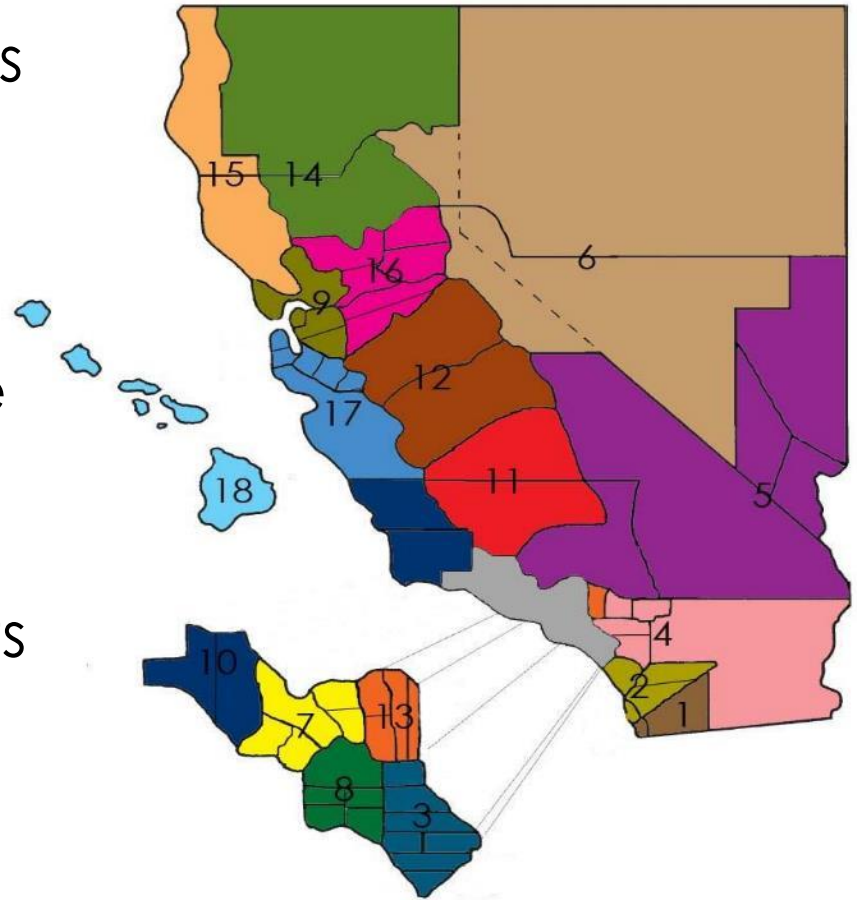
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# Regions

- Regions aligned with Kiwanis Regions
- An organizational structure
  - Group of divisions in an area
- Region Training Conference planned amongst region team members
- Region wide service projects and events if possible



# District

- District aligned with the Kiwanis Districts
  - 33 in Key Club International, with numerous non-districted clubs outside North America
- **Leadership:**
  - District Governor
  - District Secretary
  - District Treasurer
- District Board made up of Lt. Governors, Leadership and Coordinator Team



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# International



**William Sims**

International President



**Minyoung Kim**

International Vice President



**Luke Gilmore**

International Trustee to CNH

- 10 other trustees make up the rest of the International Council
- Elected at Key Club International Convention
- Anyone endorsed by the District can run for these positions



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# Conventions



**Members of Key Club International or the CNH District come together**

**General sessions**

**Elections**

**Training for new board  
Retirement for old board**

**Recognition**

**Governor's Ball!**



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# Questions? Comments? Concerns?



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