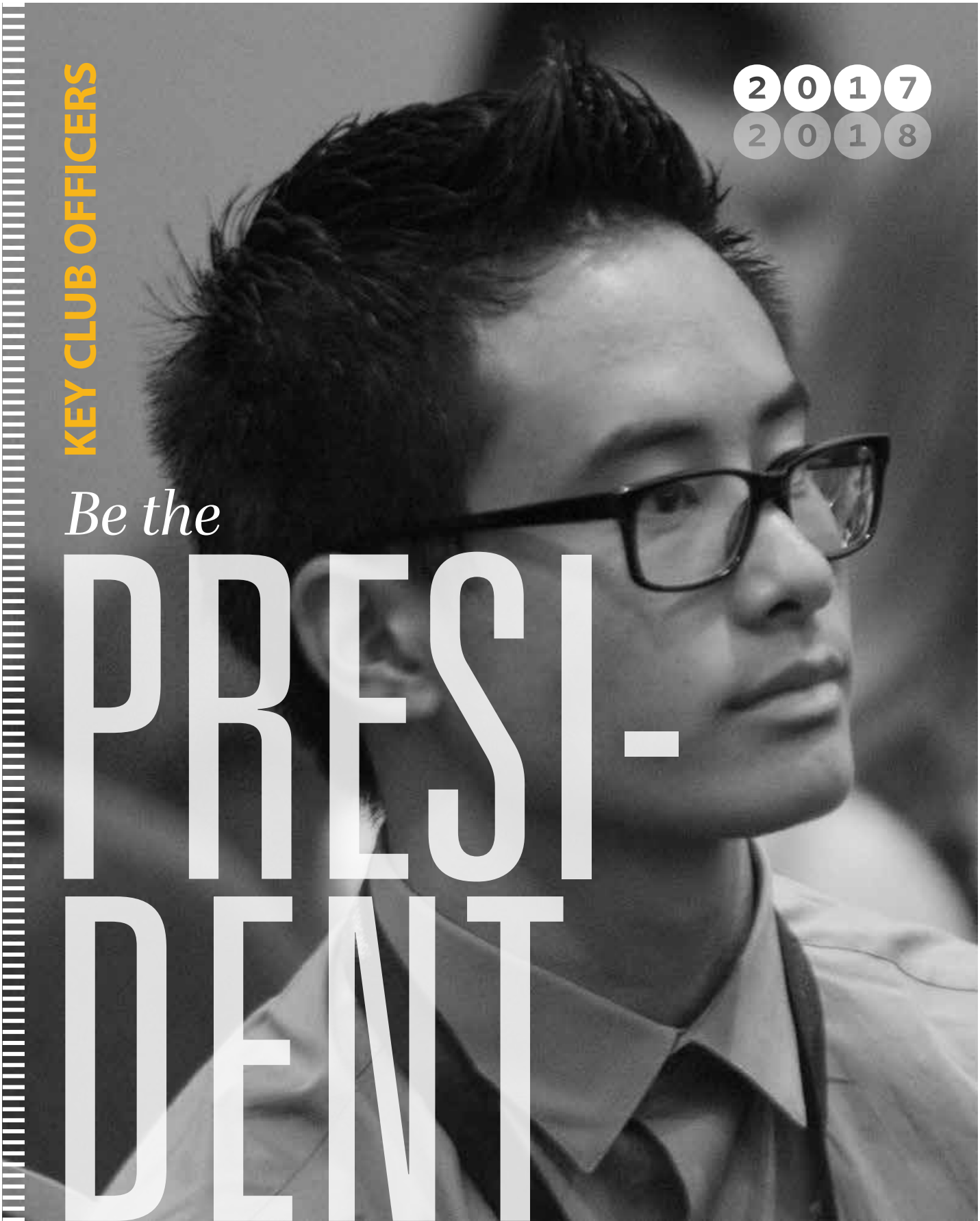


KEY CLUB OFFICERS

2017  
2018

*Be the*

**PRESI-  
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**July**

- 5–9 Key Club International convention
- 17–24 Leadership conference

**September**

- 15 Fall mailing sent to clubs
- 16 Nickelodeon’s Worldwide Day of Play

**October**

- 1–31 Trick-or-Treat for UNICEF
- 15 Youth Opportunities Fund grant application deadline
- 28 Kiwanis One Day
- TBD Legacy of Play Contest – Each October, Landscape Structures hosts its Legacy of Play contest. Be on the lookout for more information.

**November**

- 1 Early bird deadline for dues
- 3 Advisor Appreciation Day
- 1–30 Kiwanis Family Month
- 6–10 Key Club Week
- 17 Prematurity Awareness Day

**December**

- 1 Final deadline for dues
- 31 Trick-or-Treat for UNICEF donations due in order to receive recognition

2 0 1 8

**January**

- 5 Key of Honor nominations due

**February**

- 1 Unpaid clubs become suspended
- 1–28 Officer elections
- 1–28 Submit annual achievement report before your district convention. ([keyclub.org/districtconventions](http://keyclub.org/districtconventions))

**March**

- 15 Officer training mailing sent to clubs
- TBD National Pancake Day – Start looking in November for the announcement for this year’s National Pancake Day hosted by IHOP with benefits going to Children’s Miracle Network.

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*Key Club important dates*

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## ***Be the President***

Congrats on being elected club president. You're going to be awesome. This guide is full of tools and information to assist you throughout the next year, but the best advice we have is to believe in yourself. You were elected to this role because your club believes in you, and you should believe in yourself, too. You may feel some pressure to step into the shoes of last year's leader; it's only natural. But don't lose sight of your own gifts and skills. Be your best you and serve your club by serving others first. Good luck!

## 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.
- ENSURE THAT AT LEAST TWO KEY CLUB MEMBERS ATTEND A KIWANIS MEETING.
- 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.
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**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.
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**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.
- ESTABLISH CONNECTIONS WITH SPONSORING KIWANIS CLUB AND OTHER K-FAMILY CLUBS.
- REVIEW YOUR MEMBERSHIP ROSTER AND FORM COMMITTEES.
- CONDUCT ELECTIONS FOR CLASS DIRECTORS AND REPRESENTATIVES.
- PLAN SUMMER SERVICE PROJECTS.
- SERVE ON CLUB ELECTIONS COMMITTEE.
- CONFIRM THAT CLUB ACTIVITIES ARE SENT TO THE DISTRICT PUBS AND KEY CLUB MAGAZINE.
- VERIFY EACH MEMBER PAID HIS/HER 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. 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](http://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.
- **Be supportive and trustful.** 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 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.
- 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 attendees.
- Send greetings to members who could not attend.
- Ask members who did attend to let non-attendees know what happened.



**I cannot give you a formula for success, but I can give you the formula for failure, which is: try to please everybody.**

**HERBERT BAYARD SWOPE**

## ***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.

### **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.

**The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things.**

RONALD REAGAN

### **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. Listed below 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 weekly Key Club email. Not receiving the weekly email? Have your club advisor or secretary update your email address in the **Membership Update Center at keyclub.org/muc**.

### Service ideas

- Idealist.org – **idealist.org**
- Volunteer Match – **volunteermatch.org**
- Hands on Network – **handsonnetwork.org**
- Youth Serve America – **ysa.org**
- National Youth Leadership Council – **nylc.org**
- Project Happiness – **projecthappiness.org**
- Volunteer Canada – **volunteer.ca**
- Canadian Volunteer Directory – **canadian-universities.net/Volunteer**

### Partners

Did you know Key Club International has preferred charities and partnerships that can offer you great opportunities for service to your community or abroad?

For more information on partnerships and preferred charities visit:  
**keyclub.org/partners**

### Key Leader

Want to take your leadership to a new level? Know a younger member who you think will be a great leader? Key Leader is a leadership development experience open to any high school student who is interested in leadership. Many clubs also find their sponsoring Kiwanis club, local businesses or school will help them pay the registration fee. You can learn more about Key Leader and what programs are happening in your area at **key-leader.org**.



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### Key Club acronyms: //////////////////////////////////////

*Below is a list of our most commonly used acronyms.*

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|---|--|
| <b>AAR</b> — Annual Achievement Report  | <b>IP</b> — Immediate Past               |
| <b>CKI</b> — Circle K International     | <b>KCI</b> — Key Club International      |
| <b>CMN</b> — Children’s Miracle Network | <b>LTG</b> — Lieutenant Governor         |
| <b>DCON</b> — District Convention       | <b>OTC</b> — Officer Training Conference |
| <b>ICON</b> — International Convention  | <b>YOF</b> — Youth Opportunities Fund    |



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