



CNH | KEY CLUB

Club Elections Guidebook



Created by the Elections
Subcommittee

Presidents & Vice Presidents

President	Vice President
<ul style="list-style-type: none">➤ Host club & board meetings.➤ Delegate tasks & ensure completion (committees).➤ Hold club elections prior to DCON & report results to your Lt. Governor.➤ Serve the members!	<ul style="list-style-type: none">➤ Readily available to fill in for President when needed.➤ Lead & assist the other officers in their duties➤ Help plan events & fundraisers.➤ Serve as a liaison between club and members.



Secretaries

- Handles all of the **records, files, and details** that are important for the smooth operation of Key Club.
- Record **meeting minutes** of all club and board meetings.
- Record the **service hours** of all members in the club.
- **Compile** the roster of every member in the club.
- Complete & submit the **Monthly Report Form** each month.
- Submit the **Annual Achievement Report (AAR)**.



Treasurers

- Collect and handle **membership dues**.
- Collect all money from club fundraisers.
- Prepare a **financial report** for the club board.
- Create an **annual budget**.
- Obtain all financial **records, receipts, and files** from IP treasurer (keep a binder).



Editors & Historians

- Update & maintain the **club website**.
- Produce a **monthly newsletter**.
- Create a **calendar of events** for the club.
- Collect **articles and visuals** from members.
- Create **promotional materials** to spread over the web or in person.
- Follow the **Key Club Brand Guide** and **Graphic Standards**.

Resources

- ✧ [Key Club Brand Guide](#)
- ✧ [Graphics & Logos](#)

Your Personal Checklist...

- Contact Club Officers about election procedures.
- Be a dues paid member.
- Complete all necessary paperwork:
 - ✓ [CNH Service Agreement Form](#)
 - Based on position.
 - ✓ [Code of Conduct](#)
 - ✓ [Medical Release](#)
 - ✓ [Kiwaniis Release](#)
- Submit forms to Club President and Advisor at least a week prior to elections.
- Prepare for Elections
Procedure differs according to club, speak with your Club President.
 - ✓ Practice your speech!
 - ✓ Prepare for potential interview.
 - ✓ [Review](#) possible caucus questions.
- Be present during elections!

Advice & Comments from Previous Officers



Tracy Lee

2013-2014 President
D10S Blue Turtle

The most **rewarding** part was the feeling of **accomplishment** after fulfilling a service event and every member was attended for and content. I mainly focused on my members and how they felt during events. Just seeing that **members enjoyed an event** makes it worth all the time and thought put into planning because you know **you were the one to put a smile on their face.**

Communicate
and ask for
help!

Erica Bui

2012-2013 Secretary
D42W orcas

The issue was, that my position did not even exist until my election. Not only did I want to **create** newsletters, but also more social media platforms, new websites, new Youtube videos, etc. Case in point, this was the greatest **struggle**, because it was not being done before.

It was a very long journey in having to train myself **to become professional, and technologically advanced** in my position as possible. In the end, however, it was all a big **success!**



Karl Catarata

2013-2014 Editor
D28S Pandas



Sheldon Wong

2013-2014 Secretary
D28W Seamonkeys

Running for office was one of **the best decisions** in my high school career. As an officer, I got to directly oversee the **growth in the club I serve.** I learned a lot about the **type of leader I am** and how I respond to pressure. Most rewarding of all was seeing all of the members passion for Key Club grow throughout the year. **If you haven't considered running, I highly recommend that you do!**

Thank you for reading!

Questions? Contact P.I.E. Committee
Chair at cnhkc.pie@gmail.com



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