

# A Slice of P.I.E. Officer Duties



## Technology & Bulletin Editors

Also known as PIE, the Policy, Int'l Business, & Elections Committee aims to educate **you**, the members on the three mentioned focuses by providing slices of information on these areas.

Focusing on elections, each month this ad will feature 2-3 slices of different positions on all levels of our organization, which will form a complete pie at the end. **Members**, you will be educated on how each officer should be serving you. **Officers**, you will be reminded of the duties you have and can use this as a checklist to have a successful year. **Potential candidates**, you will be able to see the responsibility that each office holds and utilize this to see what position you are most interested in or best suited for.

### The "Tech" Slice: **BEE**ing an Editor

#### Duties at a Glance:

- Publicizing news, events, and visuals
- Designing flyers and posters
- Taking pictures at events

#### Want to run for this position?

Contact your president for more information about elections because the process varies from club to club. BEE on the lookout!

#### Articles/Visuals

- For Articles, write a meaningful summary of various events that your club participated in.
- For Visuals, take a picture that embraces and embodies the meaning of serving the community.
- Do NOT use posed pictures!

#### Club Newsletters

- Create a newsletter that keeps your club members informed and updated on Key Club. (Possible things to include: Event recaps, upcoming events, club updates, etc)

#### Club Websites

Websites should be used to hold Club Information. Events, contact information, meetings. Free domains such as Wix or Weebly are very convenient for club usage.

#### Promotional materials:

- **Create flyers**
- **Spread the message in person or over the web**

### Graphic Standards

**\*All editors must know the graphic standards.**

#### Graphic standards:

The guidelines of Key Club design elements to create a distinct and consistent "look" on all Key Club materials

#### Four main components:

- Colors
- Fonts
- Logo
- The Pencil

#### Colors



#### Logo



#### Fonts

**Century Gothic:**  
Headings

**Verdana:**  
Headings &  
Subheadings

**Goudy Old Style:**  
Main Text

**Myriad Pro**

**Garamond**

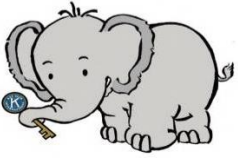
#### The Pencil



Visit the CNH  
Cyberkey for the  
Graphic Standards  
Manual.



## Club and Division Editor's Tips and Advice



**Why they ran:** I ran for this position because it entitled me to do the things I love to do. I enjoy creating things and working with technology so this position was perfect for me. I found running for club editor satisfying both my desires to serve people and to work with technology.

Division 35E  
Keenan Holder

**Learned during office:** I learned the basics of running a website but more importantly I've become accustomed to setting deadlines for myself while working independently.



Division 21  
Stephanie Tran



**What they learned from this position:** After losing the Vice Presidency elections, I ran for Club Technology Editor because I realized that I wanted to offer my club a better perception on the editor's office of Key Club. I offered them better publications; advertisement, public relations, and lots of interactive materials that could better allow my members to significantly transform the club. In reality, I learned many things that cannot be summed up into a simple sentence. Honestly, I learned many things at the beginning of my term. From graphic standards and email etiquette, to communicating effectively with both my members and my club advisors! I learned a lot in the process.

Division 28S  
Karl Katarata

**Why they ran:** I applied for this position because I wanted to become more involved in Key Club and I was a techie that wanted more experience so the position was perfect for me.



Division 4W  
Tammy Peng



**What they learned from running:** I learned a lot about Key Club. I got a huge lesson in graphic standards. Running for this position has also taught me more about myself and why I am in Key Club. I really had to question myself on why I was running for the position. It was amazing how much I hadn't realized. It was truly a life changing experience.

Division 28S  
Serena Salgado

**Tips for candidates:** Do NOT procrastinate -- try to finish your newsletter as soon as possible so that you have one less thing to worry about. Additionally, every time you override your newsletter with a new copy, save that copy onto an email draft, in case something happens, such as spilling water on your laptop or accidentally deleting it. Always thank the presidents and bulletin editors, because they are taking time out of their day to write and send you the needed articles.



Division 12E  
Jennifer Duong

CLUB EDITORS

NEWS EDITORS