



CNH | KEY CLUB

The Official 2014 - 2015 VICE PRESIDENTS Manual



PLEASE **BEE** GREEN. DO NOT PRINT OUT THIS MANUAL.

INTRODUCTION

Hello CNH Vice Presidents!

First and foremost, congratulations on your election! I hope that you find this year to be full of inspiration, learning moments, and endless opportunities to further develop your skills as a leader.

Welcome to the very first edition of the Vice Presidents Manual. This year, I was inspired to leave all of you with your very own manual in order to help further emphasize the fact that you are not a “back-up.” You have the potential of contributing just as much as other club officers to the club as long as you have the patience to develop your role.

As you review this manual, you will find that the responsibilities of a Vice President are rather flexible. This is so in order to accommodate for the many differences that exist in each club. Although flexibility is positive in the sense that it will allow you to effectively serve your home club, it also brings on the challenge of staying deeply committed to your focus all year long.

While this manual will guide you in developing your role as a Vice President, I also encourage you to review the President Manual as it will assist in building your knowledge on Key Club and how clubs function.

No matter how challenging this year might become, please remember that you are not in this alone. You will *always* have the support of your club officers, Lt. Governor, advisors, and fellow CNH Presidents and Vice Presidents to help you along the way.

This year, it is your chance to go for the GOLD—to take chances and really adjust to the new generation of Key Clubbers so that they may continue your legacy well after you have graduated from high school.

I have no doubt that each of you will be able to serve a successful term. I wish you the very best, and hope that by DCON 2015, you will be able to say that this was one of the most valuable opportunities you have experienced.

Victoria Lai
CNH District Governor 2013-2014

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VICE PRESIDENT

responsibilities

DUAL VICE PRESIDENCY

There can be multiple vice presidents. This is the only office that allows multiple positions. Though the Secretary MRF only provides for 5 vice presidents, there is no limit to how many clubs may have. Multiple vice presidents are encouraged to relieve the stress of the president; however, it is important that they are utilized efficiently. Promoting dual vice presidency provides more leadership opportunities too.

KEY ITEMS TO REMEMBER

- There is no such thing as a “co-president” or “co-vice president.” Every individual taking on the responsibilities of a vice president is a *vice president*
- Purpose behind dual vice presidency is to delegate work between vice presidents
- Providing vice presidents with certain focuses for the year promotes efficiency

COMMUNICATION

- Inform members about upcoming events
- Communicate with the president so that you are informed about the club’s well being
- Encourage all to participate in Key Club activities

ACTION

- Work in *union* with the president; you are a **TEAM!**
- Familiarize yourself with the role of a president so that you may provide support as needed
- Serve on all committees and oversee the committee chairs
- Attend a majority of the service events with members. Bridge the gap between Board and membership.
- Preside over meetings in the case of the president’s absence.
- Support the president and give reminders that may be forgotten.
- Attend Kiwanis meetings and DCMs with your club president.
- In the case of vacancy in the office of president, step up and serve as president with approval from the Board

Vice Presidents are...

C O M M I T T E D
M O T I V A T O R S
ENABLERS innovators
SUPPORTERS FLEXIBLE
RELIABLE PUNCTUAL **WILLING**
TEAM PLAYERS PREPARED
AVAILABLE stress relievers
PATIENT CREATIVE HELPFUL
A C T I V E
ACCOMODATORS
INITIATORS inclusive
CARING MENTORS
CONTRIBUTORS EXAMPLES
RESOURCEFUL
KNOWLEDGABLE

*Vice President duties are flexible. You may identify other duties and have them approved by the board.

RECOGNITION

APPRECIATION

OUTSTANDING

DISTINGUISHED

WHY DOES IT MATTER?

Recognition is a method of saying THANK YOU for all your hard work throughout the term. You make a difference, and yes, we notice! In addition to this, it allows you to reflect on all that you have accomplished and provides you with closure to your term.

Regardless of whether or not you decide to apply for recognition at the end of your term, it should still be your goal to be an OUTSTANDING or DISTINGUISHED Vice President because in doing so, you will know that you have fulfilled the commitment you have made to the members.

APPRECIATION

The Vice President Appreciation Award is presented to those who apply for recognition but may not have completed all items on the Outstanding Vice President checklist. Oftentimes, officers will overlook Outstanding/Distinguished guidelines at the start of their term, which prevents them from fulfilling all tasks outlined.

OUTSTANDING

- Paid dues by December 1
- Completed 50+ hours of service
- Led 2+ general club meetings
- Conducted new member orientation
- Provided various resources to the members
- Chaired 1+ project
- Monthly reports to the Board and Secretary on local Kiwanis activities
- Submitted 10+ articles to club bulletin, division newsletter, or CNH District Newsletter
- Attended 80%+ of all General Meetings
- Attended 80%+ of all Board Meetings
- Attended 6+ DCMs
- Attended 1+ Kiwanis DCM or 3+ meetings
- Attended Vice President Workshop at DCON, ICON, OTC, or RTC

DISTINGUISHED

Those seeking Distinguished Recognition must compile a Distinguished Binder which includes:

- Cover Page
- Nomination Form
- Supporting Documentation
 - Letter(s) of Recommendation
 - Vice President Checklist
 - Proof of Attendance
 - Summary of Position
 - Task Achievements
 - Kiwanis Relations
 - Communication
 - Miscellaneous

PLEASE READ THE APPLICATION FOR MORE REQUIREMENTS.

Interested? Visit www.cnhkeyclub.org | Recognition Tab | Contest Application
 Questions? Email the Member Recognition Chair | cnhkc.mr@gmail.com

DEFINING THE ROLE (DTR)

beginning steps

_____ Name _____	_____ Name _____
_____ Grad Year _____	_____ Grad Year _____
_____ Email _____	_____ Email _____
_____ Preferred Phone _____	_____ Preferred Phone _____
Vice President	Secretary
Focus Area	_____ Name _____
_____ Name _____	_____ Grad Year _____
_____ Grad Year _____	_____ Email _____
_____ Email _____	_____ Preferred Phone _____
_____ Preferred Phone _____	
Vice President	Treasurer
Focus Area	_____ Name _____
_____ Name _____	_____ Grad Year _____
_____ Grad Year _____	_____ Email _____
_____ Email _____	_____ Preferred Phone _____

Club Roster-Directory Service Record Member Recognition Pr

STEP 1 Sit down with your Club President and any other Vice Presidents at the start of the term to discuss year-long goals and the challenges your home club faces.

STEP 2 Identify focus areas that enable you to contribute to club goals or amending the challenges within the club. Just as the term states, this should be an aspect of your home club that you provide attention to throughout the term. Make sure you are able to create a clear-cut goal to achieve by the end of the year. This will assist you in creating structure throughout the term.

STEP 3 Once a focus is selected, identify whether or not your focus allows for membership involvement. Which areas need a lot more individual/team attention? Use your best judgment to identify whether or not it would be appropriate to appoint task coordinators for specific items. Task coordinator roles should really only allow a taste of leadership instead of the full responsibility and commitment of elected club officers. More challenging tasks may be delegated to task coordinators if they prove they can handle it.

DTR TIP: If your club has multiple vice presidents, think of them as committee chairs. Each vice president is assigned with a specific focus area or year-long task to achieve by the end of the term. Members can get involved on vice presidents' committees, where the vice president will be responsible for delegating tasks to these individuals. If you are a singleton vice president, delegate focuses to appointed committee chairs and work closely with each and guide them to achieving their tasks and goals.

THE ART OF DELEGATING

On Page 3, you were provided with a list of adjectives that describe an ideal vice president. One of those adjectives identified vice presidents as "enablers," and that is truly what your role allows you to be. As a vice president, one of your general outlined duties involves overseeing committees and task coordinators, which means you will be a main contributor in the leadership development of appointed board members. BUT you must realize that this will only work with clear goals, an action plan, patience, and your commitment to those members seeking a taste of Key Club leadership.

FOCUSES IN ACTION

The following are examples of vice president focuses IN ACTION!
Remember that focuses can and SHOULD be identified according to club needs.

Vice President of **SERVICE**

PURPOSE: To ensure club actively provides service to the community throughout the entire term

MEMBER INVOLVEMENT:

- Project Chairs—Communicates with event volunteer coordinator, organizes logistics, obtains sign-ups, attends event prior to members, ensures that upon arrival members know where to go and what to do, sees off members after event

TIPS:

- Aim to coordinate 4 service events a month to maximize members' service opportunities
- Take simple surveys to identify what projects the members want to do
- Aim to finalize logistics & advertise at least 3 weeks in advance

Vice President of **EDUCATION**

PURPOSE: To organize all general and leadership education provided to the members and school

MEMBER INVOLVEMENT:

- Presentation Volunteers—Assist in updating PowerPoint presentations, creating resources, and presenting information to the members; are knowledgeable about topics and are able to answer questions; practices public speaking and professional social interactions

TIPS:

- Save time by checking out what resources are available to you by looking through the CNH CyberKey or keyclub.org, or asking fellow club officers. The more time you and the team can focus on preparing, the better.
- DON'T FORGET adults (parents, faculty advisors, school administrators) should be educated too!

Vice President of **ADMINISTRATION**

PURPOSE: To maintain active and positive relations with school administration

TIPS:

- Educate admin on Key Club and what we do
- At the start of the term, work with club officers to provide a tentative calendar of events to

Vice President of **PUBLIC RELATIONS**

PURPOSE: To maintain effective communication with membership through reminders of meetings, events, and other KEY dates; to ensure positive member experience; spread the word about Key Club on campus

MEMBER INVOLVEMENT:

- Class Representatives—Reach out to members of their respective class; establish positive, more personal relationships with members; provide PROACTIVE reminders about upcoming meetings or events

TIPS:

- Thank the members you specifically represent for attending meetings or events
- E-mail, call, or text a day or two before specific meetings or events to confirm their attendance. Phone calls usually work best!

Vice President of **MEMBERSHIP**

PURPOSE: To identify and pursue creative methods of membership recruitment and retention (R&R)

MEMBER INVOLVEMENT:

- Registration/Club Rush/etc. volunteers—are knowledgeable and can effectively present Key Club to students AND adults; enthusiastic and professional; assists Board at general meetings by interacting with the membership

TIPS:

- Interact with members before, during, or after meetings. Club officers do NOT have to stand before all the members at meetings.
- BEE inclusive! Do your best to make EVERYONE comfortable; it's your focus!
- Key Club isn't easy to explain, so make sure you give everyone a taste of what we do! Videos, newsletters, etc.

student activities director and principal.

- Communicate PROACTIVELY!! Talk to admin about events that will require school/district approval. Approval can take 3-6 months.
- Work closely with your FACULTY ADVISOR to communicate with admin.
- Understand school policies
- ASK QUESTIONS!

TEAMWORK

Working cohesively with your fellow Board members will ensure a positive member experience as well as a very enjoyable and successful term. As a vice president it will be especially CRUCIAL for you to maintain a strong relationship with your club president. You are NOT his/her back up. You are working together to bring your home club to new heights.

DRAMA. Do not be an enabler of drama. Think about Key Club as the professional business world. Drama is unacceptable and will only hinder your work, regardless of whether or not the drama stemmed from you. Put differences aside and be professional when conducting Key Club business. Stand up for your team members outside of Key Club. This is Key Club, not the "drama" club.

COMMUNICATION. You want to ensure that you are always communicating your plans and intentions with the club officers. Since the role of vice president is so flexible, focuses may or may not touch upon the roles of elected officers. Make sure you are coordinating accordingly or receiving assistance where it is needed. Strong communication will prevent other officers from assuming you are attempting to overstep boundaries (which lessens the drama!).

SUPPORT. Sometimes it can be rather easy for vice presidents to impede upon the president's responsibilities. It will be important that you monitor this throughout the term. While it is okay to lead the club in certain cases for training on presidential duties, it is not okay for you to work around the president and take charge of the club. It will be important that you place trust in the president and support him/her in decisions. If you trust the president and his/her decisions, then it will be more likely that the Board and membership trust in him/her too. However, this is not to say that you should refrain from sharing your ideas or any concerns that may arise throughout the year, as it is a very large part in supporting your president. Share your thoughts and work to amend, don't completely disregard the presidents' plans and don't overstep your boundaries; it will only create tensions between you and the president. Remember, **we're all in this together.**

PUBLIC SPEAKING

It is said that effective leadership requires strong public speaking skills. Here are a few tips that can help you improve your skills!

- Recognize that a majority of the time, our public speaking skills is hindered by our lack of confidence.
- Take advantage of every opportunity at your fingertips. Engage yourself in a conversation with a new member or (even better) an adult, ask your club president to present certain items on the agenda during a meeting, represent your club at DCMs, etc. The possibilities are endless!
- Understand that you are entitled to do well! You're here and you're public speaking for a reason!
- Don't be afraid to go impromptu! It's hard at first, but it will really help you practice organizing your thoughts while publicly speaking.
- Know what you are talking about! The more you know about something, the more likely your passion will shine for the subject.
- Don't be afraid to laugh at your mistakes.
- Recognize that every opportunity to public speak is a *learning moment*.

GOLDEN TIPS

- REMEMBER. You vice presidents are NOT just back ups. They can contribute just as much to the club as any other officer.
- When seeking member involvement, make sure you provide volunteers with clear instructions in regards to what you need them to do, always be available to answer questions, and pursue follow ups.
- Know the names of the no names. Don't only talk to your friends! Go out and get to know everyone else.
- Deal with challenges behind the scenes; it will make members' experiences more enjoyable.
- Provide consistent messages. Communicate with the Board to ensure that everyone is providing the same information to all members who ask specific questions. If you are not sure of an answer, ASK THE TEAM! That way everyone else will be filled in as well.
- Acknowledge those who contribute to the club. Make sure the members are thanked for doing simple tasks such as attending the meeting or a service event.
- Take ownership of your role and contributions. You make a difference!

RESOURCES

ACRONYMS

Hopefully this will clear up any confusion you have had. Below is a list of our most commonly used acronyms:

- AAR**– Annual Achievement Report
- CKI**– Circle K Int'l
- CM**– Communications & Marketing
- CMN**– Children's Miracle Network
- CNH**– California- Nevada Hawai'i
- CTC**– Candidate Training Conference
- DA**– District Administrator
- DB**– District Board
- DCM**– Division Council Meeting
- DCON**– District Convention
- DG**– District Governor
- DJC**– Division Judging Committee
- DNEWS**– Division Newsletter
- DS**– District Secretary
- DT**– District Treasurer
- DTE**– District Tech Editor
- ERF**– Event Request Form
- FRN/S**– Fall Rally North/South
- ICON**– Int'l Convention
- Int'l**– International
- IP**– Immediate Past
- KCI**– Key Club Int'l
- KFF**– Kiwanis Family and Foundation
- LTG**– Lieutenant Governor
- MR**– Member Recognition
- MRF**– Monthly Report Form
- MRP**– Member Recognition Program
- MRS**– Member Relations
- OTC**– Officer Training Conference
- PIE**– Policies, Int'l, and Elections
- PTP**– Pediatric Trauma Program
- RA**– Region Advisor
- RTC**– Region Training Conference
- SLP**– Service Leadership Program
- SP**– Service Projects
- YOF**– Youth Opportunities Fund

KIWANIS FAMILY

KIWANIS INTERNATIONAL

This is Key Club's parent branch. Your club is sponsored by a local Kiwanis Club. They provide support, guidance, and supervision. Get involved with them by contacting your local Kiwanis Club president and/or your Kiwanis Advisor.

CIRCLE K INTERNATIONAL

This branch of the Kiwanis Family is made up of adults at the collegiate level. Similar to our organization, Circle K is student-led and focuses on service.

AKTION CLUB

Aktion Club is made of adults with disabilities. This branch of Kiwanis focuses on serving the community.

BUILDERS CLUB

In order to further inspire young members to serve, the Builders Club exists to help middle school students learn about community and leadership.

KIWANIS KIDS

From K-Kids to Terrific Kids to Bringing Up Grades (BUG), this young branch of the Kiwanis family serves the community in the largest and smallest of ways.

RESOURCE TOOLBOX

LEADERS

- Local presidents and vice presidents
- Your Lt. Governor
- Your Executive Team

PUBLICATIONS

- Your Division Newsletter
- The CNH CyberKey (Website)
- The Official CNH District Newsletter
- CNH Presidents & Vice Presidents Newsletter

ADULTS

- Faculty Advisor
- Kiwanis Advisor
- Kiwanis Lt. Governor
- Region Advisor
- District Administrator

INT'L RESOURCES

- 1.800.KIWANIS ext. 411
- Leadership Pack
- Brand Guide Templates
- Membership Update Center

RESOURCES

Don't fret and don't shed a sweat when you click to send anyone of us an email. We are a resource to you. It is our pleasure! Please do not hesitate. Just ask, we are friendly.

CONTACT INFORMATION

EXECUTIVE OFFICERS

District Governor

cnhkc.dg1314@gmail.com

District Secretary

cnhkc.ds1314@gmail.com

District Treasurer

cnhkc.dt1314@gmail.com

District Technology Editor

cnhkc.dte1314@gmail.com

APPOINTED BOARD MEMBERS

District News Editor

cnhkc.dne@gmail.com

Communications & Marketing Chair

cnhkc.cm@gmail.com

District Convention Chair

cnhkc.dcon@gmail.com

Kiwanis Family & Foundation Chair

cnhkc.kff@gmail.com

Member Recognition Chair

cnhkc.mr@gmail.com

Member Relations Chair

cnhkc.mrs@gmail.com

Policies, Int'l Business & Elections Chair

cnhkc.pie@gmail.com

Service Projects

cnhkc.sp@gmail.com

ADULTS

District Administrator

Lisa Lotito-Byers.....cnhkc.admin@gmail.com

Service Leadership Program Director

Mr. Bruce Hennings.....bruce@cnhkiwanis.org

Assistant Administrator

Marshall Roberson.....cnh.adan@gmail.com

Special Assistant

Marek Leblanc.....cnhkc.sa@gmail.com

WEBSITES

CNH CyberKey.....cnhkeyclub.org

Key Club Int'l.....keyclub.org

Cal-NeV- Ha Circle K.....cnhcirclek.org

Circle K International.....circlek.org

CNH KIWIN'S District of KCI.....kiwins.org

Builders Club.....buildersclub.org

Kiwanis CNH Foundation...cnhfoundation.org

Kiwanis International.....Kiwanis.org

Aktion Club.....aktionclub.org

Kiwanis Kids.....kkids.org

Key Leader.....key-leader.org

PRESIDENTS REFLECTOR

cnh-kc-presidents@googlegroups.com

VICE-PRESIDENTS REFLECTOR

cnh-kc-vice-presidents@googlegroups.com

Make sure you know who your Lt. Governor is. You may find what division you are by simply shooting an email to me or any executive officer. If you are wondering who your Lt. Governor is, I leave you on the mission to **ASK**.

CALENDAR 2014-2015

**Indicates focus(es) for the month

APRIL

** Transition, Goals
4.1 DISTRICT NEWS
4.5 Kiwanis One Day
4.11-13 DCON
4.22 Earth Day
4.25-27 Key Leader:
Circle V Ranch

MAY

**Letters to Soldiers
5.01 DISTRICT NEWS
5.03 SAT
5.27 Memorial Day

JUNE

**The Eliminate Project
6.01 DISTRICT NEWS
6.01 PRES/VP NEWS
6.07 SAT
6.14 ACT
6.29-30 Kids Against Hunger

JULY

7.01 DISTRICT NEWS
7.01 Kids Against Hunger
7.02-05 ICON
7.04 Independence Day

AUGUST

**Summer Service, Goals for school year
8.01 DISTRICT NEWSLETTER
8.01 PRES/VP NEWS
8.31 UPDATED PRES/VP MANUAL

SEPTEMBER

**School Starting, RTC Season, PTP Fundraising
9.01 DISTRICT NEWSLETTER
9.02 Labor Day
9.13 ACT

OCTOBER

**Trick-or-Treat for UNICEF
10.01 DISTRICT NEWSLETTER
10.01 PRES/VP NEWSLETTER
10.01 DUES to Kiwanis Int'l
10.10-12 Key Leader: Rancho Allegre
10.11 SAT
10.15, 18 PSAT
10.18 Fall Rally North

NOVEMBER

**Canned Food Drives
11.01 DISTRICT NEWSLETTER
11.01 EARLYBIRD DUES
11.03-07 KC Week
11.08 SAT
11.11 Veterans Day
11.14-16 Jones Gulch
11.15 Fall Rally South
11.28 Thanksgiving

DECEMBER

12.01 DISTRICT NEWSLETTER
12.01 PRES/VP NEWSLETTER
12.01 DUES are late
12.06 SAT
12.13 ACT
12.13 LTG CTC
12.25 Christmas

JANUARY

1.01 DISTRICT NEWSLETTER
1.01 New Year's Day
1.10 or 17 DOCTC
1.15 Scholarship Deadline
1.24 SAT

FEBRUARY

2.01 DISTRICT NEWSLETTER
2.01 PRES/VP NEWSLETTER

MARCH

3.01 DISTRICT NEWSLETTER
3.12-15 DCON

APRIL

4.11 KIWANIS ONE DAY



Thank you for reading this manual and for another year of outstanding service to your home, school, and community!

REMEMBER TO GO FOR THE GOLD

“Leadership is an action not a position.” –Donald McGannon