

## Advisor roles

Most Key Clubs are sponsored in partnership with a school or community organization and a Kiwanis club. Each of these partners identifies an advisor to serve as a mentor for the club. These mentors are known as the faculty advisor and the Kiwanis advisor. Both advisors provide counsel, make recommendations, provide information and guide the club members to give careful consideration and deliberation to issues at hand.

### FACULTY ADVISOR

The faculty advisor works closely with the club, is familiar with the school or organization's procedures and acts as a liaison between the youth club, the Kiwanis club and school administrators.

#### **Responsibilities to the school and principal/agency executive:**

- Make certain all Key Club projects and fundraising activities are acceptable to the school or organization and are in accordance with regulations.
- Make certain the Key Club bylaws always comply with school or organization regulations that govern students.
- Ensure the financial records of the Key Club are kept in accordance with standard procedure for student groups.
- Advocate for the club and make sure that administration and faculty have an understanding of the Key Club.

#### **Responsibilities to the Key Club membership:**

- Attend all regular and board meetings.
- Assist the Key Club in obtaining meeting room space for regularly scheduled club and board meetings.
- Help recruit members for the club through contacts with other faculty members and students.
- Encourage proper and adequate publicity for Key Club events in school or organization publications.
- Seek ideas and suggestions for Key Club service projects from the faculty, administration and other groups.
- Help maintain order as needed.

## **Responsibilities to the sponsoring Kiwanis club and Kiwanis advisor:**

- Discuss Key Club plans and problems with the Kiwanis advisor, perhaps away from the Key Club meetings, on a regular basis.
- Reach a mutual understanding with the Kiwanis advisor regarding proper sharing of responsibility for guidance, training and supervision.
- Invite Kiwanians to attend Key Club meetings and events.

## **KIWANIS ADVISOR\***

Each Kiwanis club sponsoring a Key Club must have a Key Club advisor. Ideally, the Kiwanis club will have a Key Club committee and the advisor would be responsible for the successful operation of the Key Club.

The Kiwanis advisor supports youth club members and the faculty advisor in all their endeavors and also serves as the liaison between the sponsoring Kiwanis club, the youth club's faculty advisor and school administrators. The role of the Kiwanis advisor is important to the sponsoring Kiwanis club but also to the total operation of the Key Club.

## **Responsibilities to the school/organization and faculty advisor:**

- Ensure there's open communication with the faculty advisor and regular meetings to discuss the plans and problems of the Key Club.
- Determine a mutual understanding of shared responsibilities for guiding, training and supervising the club.
- Support the faculty advisor in being an advocate for the Key Club at the school and with the school administration and faculty.

## **Responsibilities to the Key Club membership:**

- Attend all regular and board meetings, and as many Key Club-sponsored service projects and events as possible.
- Seek ideas and suggestions for Key Club service projects from the community and the Kiwanis club.
- Help maintain order as needed.
- Invite and encourage Key Club members to attend Kiwanis club meetings and events.

### **Responsibilities to the sponsoring Kiwanis club:**

- Report to the Kiwanis club all the successes and needs of the Key Club.
- Annually review with the entire Kiwanis club the 10 steps of sponsorship to Key Club. These 10 steps can be found at [www.kiwanisone.org/sponsors](http://www.kiwanisone.org/sponsors).
- Maintain a clear criminal history and provide background check to Kiwanis club.
- Ensure all Kiwanis members who'll be working with Key Club members understand the Kiwanis Youth Protection Guidelines, listed in a later section of this guide.
- Encourage Kiwanians to get involved and support the Key Club events.

### **SHARED ADVISOR RESPONSIBILITIES**

- Ensure the Key Club meets regularly—ideally, once a week.
- Oversee that the club follows the both international and district bylaws of Key Club.
- Encourage club members to stand up and express their ideas and opinions.
- Assist in sending club members to district and Key Club International conventions.
- Work with the club secretary and treasurer to pay dues to Key Club International and the district in a timely manner. While it is the responsibility of the club leaders to handle dues, the advisors should oversee that it is completed. For more information on how to pay dues, see page 42.
- Support the club in sending delegates to both Key Club International and district conventions, as well as leadership opportunities, such as Key Leader.
- Confirm with the Key Club secretary that all members who have paid dues have been entered in the Membership Update Center and are active on the club's roster.

*\*If your Key Club is not sponsored by a Kiwanis club, there will not be a Kiwanis club or Kiwanis advisor to fill these responsibilities. The faculty advisor may want to partner with another person within the school, organization or community to serve as a co-advisor.*