

Club President, Vice President

Training Materials 2012+



Position Description

The *club president* is responsible for setting and monitoring the goals of the club, running club meetings, appointing committee chairs and delegating tasks as necessary, recruiting, training and retaining members and maintaining regular communication with the lieutenant governor of his or her division. The *vice president* serves the president, other club officers, committees and the general membership. He or she is also expected to learn the duties of the president in order to fill in or take over as necessary.

Duties and Responsibilities

- **Appointing and Delegating:** take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, ensure that the task is done.
- **Attending:**
 - You are a role model. Attendance at regular club meetings, board meetings, and all club activities is crucial.
 - As an ex-officio member, attend as many committee meetings as possible (but let the chair run the meetings).
 - Attend and encourage all others to attend the New York District Leadership Training Conference, Key Club International convention and all other division (divisional meetings, fall rallies) and district functions.
- **Goal Setting:** goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- **Monitoring and Evaluating:** on-going analysis of club meetings and operation leads to continuous improvement in the club; monitor the club's progress toward goal accomplishment and the activities of all officers and appointees.
- **Communicating:** keep in contact with all of your members and keep them updated; communicate with your division's lieutenant governor and update your club with pertinent information about your district. You can delegate your communication responsibilities.
- **Presiding:** make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences fellowship. You are responsible for agenda setting and for preparing your vice president to preside in your absence if necessary.
- **Motivating and Engaging:** establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- **Problem Solving:** make it apparent that you are concerned about your club, willing to help, and accessible. Seek and encourage input and explore alternatives before making important decisions.
- **Recruiting and Retaining:** make certain all members are active and involved and remember to never neglect. New membership is the lifeblood of the club and its level of service. Have an aggressive, welcoming, yearlong membership campaign with weekly and monthly goals to be achieved. Make certain new members understand Key Club before induction and are actively involved immediately after induction.
- **Reporting:** the club president bears ultimate responsibility for meeting the reporting requirements of the district and Key Club International.
- **Succession:** prepare next year's president for duties as your club's next chief officer. Encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year and do not be afraid to foster them.
- **Training:** club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year. Familiarize yourself with the responsibilities of your other club officers.

Club President's Checklist

Weekly-Biweekly Duties

- Conduct and preside over a regular Key Club meeting.
- Create and abide by an agenda for your weekly meeting. This should either be sent to your members in advance or provided at the meeting. Meet with your faculty advisor to discuss agenda points and current club issues.
- Keep officers on task and committees running smoothly. Make sure that each officer is aiding the committee to which he/she is assigned.
- Lead the entire membership in a well-rounded program of activities and projects. Provide your club members with a sufficient amount of activities to participate in and try your best to have new ones each week.
- Ensure that delinquent members are handled properly.
- Attend as many Kiwanis meetings as possible and deliver a club report. Ensure that at least two members from your club are attending each Kiwanis meeting.
- Communicate with your members and keep them informed of pertinent information about the club, division, or district. Keep a file of all correspondence.
- Work alongside board members to ensure that they are completing their tasks.
- Communicate with your lieutenant governor.
- Make sure your webmaster updates your club's website so that members have access to the correct information.

Monthly Duties

- Arrange and conduct a board of directors meeting.
- Fill out the Lieutenant Governor Evaluation Form by the 1st of each month, available for submission online.
- Make sure the secretary submits a Monthly Report Form by the 7th of each month, available for submission both as a PDF and online.
- Make sure the treasurer submits a Fundraising Report Form and sends a proof of donation to the district treasurer every time your club holds a fundraiser.
- Make sure that the editor sends out a club newsletter and have it be distributed to your club members, lieutenant governor, and sponsoring Kiwanis club.
- Designate members to be in charge of documenting projects with articles and pictures. A "Service Spotlight" submission form is available online at nydkc.org, and all articles/pictures should be sent to: service@nydkc.org.
- Work with the committee chairs on their proposed projects for the coming month.
- Make a list of the coming month's activities and post it so members are aware of the schedule.
- Organize or participate in inter-club and even inter-division events.

Annual Duties

- Work with your secretary to turn in the Elections Report Form, available for submission online.
- Work toward a net increase in membership over the previous year (at least +5 members).
- Read and study all Key Club educational literature and materials and develop a good working knowledge of parliamentary procedure. (Material available on the district and international website.)
- Study your membership roster and form committees (appoint committee chairpersons)
- Conduct elections for new officers, and make certain they learn about their respective offices. Elections should be scheduled in February. Conduct elections for class directors and representatives.
- Start projects shortly after school begins, if not sooner.
- Make sure each member paid his/her dues. Assist the treasurer in collecting dues.
- Work with the Secretary in filing your club's Annual Achievement Report and Monthly Report Forms.
- Assist the new president in every way possible to learn about the office and your Key Club.
- Send delegates to the District Leadership Training Conference (usually in March) and Key Club International Convention (usually in July). Aim for a higher attendance rate.
- Prepare resolutions at the end of the year for the new president so that he or she may take some of the suggestions given and look into certain concerns addressed.

Club Vice President's Checklist

Weekly-Biweekly Duties

- Preside over weekly club meetings in the absence of the president. Attend all club and board of directors meetings. Make sure that attendance is taken at every meeting.
- Gather material for and help edit the club newsletter. See that a monthly club newsletter is produced.
- Keep a personal record of each club member for the membership roster.
- Assist the president in every way necessary.
- Watch over the committee system and assist committee chairs. Attend all meetings of your club's committee(s) as a counselor and ex-officio member.

Monthly Duties

- Attend the meetings of all the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the Secretary.
- Make sure all the proper paperwork is submitted (see Club President's Checklist for a list of paperwork and the date due)
- Update your club member's service records.

Annual Duties

- Become thoroughly acquainted with the president's duties so you can assist the president.
- Receive all materials and possible help from the past vice president of your club.
- Talk to prospective members of Key Club, and help them to become members.
- Conduct an educational program for new members.
- Work with the new vice president and help him/her prepare to take over your job next year.
- Distribute responsibilities with your club president so that you are actively assisting each other.
- Establish a list of committee directives for your committees to follow through for the service year.

Elaborated Duties and Responsibilities

- District and International Involvement
 - Make frequent visits to the district (nydkc.org) and international (keyclub.org) websites for updates, upcoming events, news, and resources. Subscribe to the mailing lists on both sites to receive more information.
 - Understand how the organization works by taking a look at the district and international bylaws.
- Kiwanis Family Relations
 - Promote Kiwanis Family Relations through education and collaboration. Help charter a Kiwanis family branch or even another Key Club in your local community and try to host a project with another Kiwanis family program at least twice a year.
- Membership
 - Make sure each member paid his/her dues and has received a membership card, pin and member handbook in return. Help members understand the importance and purpose of paying dues
 - Confidentially contact members who have not paid dues.
 - Annually, set membership recruitment goals. Work toward an increase in membership over the previous year. Key Club promotional materials are available for free on the international website.
- Further Understanding of Positions
 - After elections, schedule an officer transition time. This is a great opportunity to have each outgoing officer train the incoming officers. Make sure club officers, board members, and committee chairmen clearly understand and carry out their responsibilities throughout the year.
 - Receive help and information from the past president and assist the new president in every way possible to learn about the office and your club. Review and understand the Key Club Guidebook.
 - Look for a district executive officer or your lieutenant governor for help.

Elaborated Duties and Responsibilities (cont.)

- Education
 - Promote knowledge of Key Club International and help members understand the structure, projects, and leadership of the organization. Help members better understand the job of club officers and committees.
- Committees
 - Define the specific role and responsibilities of each appointee, your specific expectations including time frames for achievements, and the types of skills and capabilities a person needs to achieve success in the position. A potential committee chairman or special appointee is more likely to accept the appointment and be motivated to achieve results if you define the job, your expectations, club resources and why the person is the best candidate for the job.
 - Have committees only to the point that they are useful. Do not try to have too many committees. This will allow for a productive system that is easy to manage and oversee.
- Opportunities
 - Give newer, younger members a fair chance to participate in projects and events (i.e., Kiwanis meetings, larger scale events). Let them experience more of Key Club and encourage them to go outside of the club level.
 - Invite potential members from the incoming class.
- Reiterations
 - DELEGATE! Spreading the workload is one of the most important roles of a leader. The more involved members get in the planning of events, the more likely they are to participate. This is why delegation plays a big role in membership retention and active participation. Trust and believe in others.
 - COMMUNICATE! Be consistent with your communication. Most problems result from lack of it or an inconsistency of it. Be practical with what you are communicating and try not to overwhelm yourself and your members by spreading to too many social media outlets. Remember email first, then Facebook.
 - ENCOURAGE, ENGAGE AND BE INCLUSIVE! Good leaders are able to motivate others so that they can show their true potential and do great things. Be enthusiastic and care about your members.
 - INDIVIDUAL EFFORT AND RESPONSIBILITY! As a Key Club officer, you have obligations not just your position, but to your members!

Additional Resources

- Key Club International Resources: <http://keyclub.org/fad.aspx>
- Key Club International Club Level Leadership: <http://keyclub.org/Leadership/ls/cl.aspx>
- Key Club International Guidebook: <http://slp.kiwanis.org/KeyClubNew/Leadership/gov/guidebook.aspx>
- New York District Resources: http://nydkc.org/resources-paperwork/cat_view/49-club-resources/73-training-materials
- New York District Paperwork: http://nydkc.org/resources-paperwork/cat_view/49-club-resources/74-report-forms
- New York District Bylaws: http://nydkc.org/resources-paperwork/doc_view/35-district-bylaws?tmpl=component&format=raw
- New York District Board Contact Information: <http://nydkc.org/board/contacts>

This club president, vice president training packet has been adjusted for use by the New York District of Key Club International and should not be used by Key Clubs outside of the New York District as a primary resource. This series of training materials is now part of the *New York District Forever Resources* collection.

Last updated September 2012. Last revised by Governor Daniel Ivan Lin. © 2012.



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Service Leadership Programs



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