

# KEY CLUB ADVISORS

www.nydkc.org

Governor Nadyli Nuñez

Key Club International is indeed is a **student-led organization**. However, we owe many of our successes to the help and guidance we receive from adults and faculty advisors.

## Questions Advisors Should Answer “Yes” To:

1. Do you “suggest” rather than “direct”?
2. Do you attend all club and Board meetings?
3. Do you know what division your club is in?
4. Do you know at least 3 other advisors in your division?
5. Do you know the lieutenant governor elected to your division and have you kept in consistent communication with him/her?
6. Do you enjoy being an advisor?
7. Do you like working alongside with students?

## Responsibilities to School and Principal

- Make sure all projects and fundraisers are acceptable by the school
- Educate other faculty members and administrators about Key Club
- Oversee the financial records of the club
- Work with advisors of other school organizations to create joint-club service projects

## Responsibilities to Key Club Members

- Attend all club and Board meetings
- Arrange with school to make sure a regular meeting space is available
- Contact other school faculty members to secure more members (e.g., asking teachers to recommend students who best exemplify the values of a Key Clubber)
- Make sure that Key Club receives the proper publicity in school and community
- Assist the officers in maintaining order and discipline

## Tips for Advisors

- Oversee treasurer’s collection of dues
- Assist the club Board of Directors to set agendas and goals
- Don’t lead any meetings; let officers do their jobs
- Train members and officers
- Keep communication line open
- Don’t get hung up on paperwork, tracking service hours, parliamentary procedure, t-shirt colors (officers should be the ones concerned with this); however, you should nag your officers to do this
- Focus on hands-on service – evaluate the needs of the community

## Club Board of Directors

The board is composed of the officers and directors and is directly responsible for the administration of the club. Since most clubs prefer to have as little business as possible brought before regular club meetings, most of the administrative and planning activity of the club is carried on by the board of directors and the committees. The directors (one from each class and often called the class representatives) bring new viewpoints to board meetings. They assist the president with his/her duties by taking on special assigned tasks from time to time.

The following focuses on group function, and the duties listed are in addition to those each officer handles individually. As the club's governing body, the board of directors should:

- Conduct regular weekly/biweekly meetings at a time determined by the board.
- Approve the budget and all club expenditures.
- Approve new members and membership deletions.
- Require that the chair of each committee or his/her representative be present at each meeting to give a report of the committee's activities.
- Make suggestions to the committees regarding their work; outline an active, continuous program of club service, social, and fund-raising activities.
- Discipline members when necessary. The board may suggest a member be suspended or expelled for nonpayment of dues, for unexcused absence at meetings, for conduct unbecoming a member, or for failing to meet the scholastic requirements of the school. Any decisions on discipline are subject to immediate review by the principal prior to final action.
- Request that the Kiwanis advisor or representative and the faculty advisor be present at all board meetings
- Approve the president's appointment of members to all standing and special committees.
- Report to the club at the regular business meeting all action taken by the board of directors. Invite club members to attend board meetings at any time.
- Perform such other duties as may be referred to it by the club.

## Ways to Assist Officers in Recruiting New Members

- Membership Drive
- Set up posters, announcements, etc.
- Set up a phone committee to call prospective members.
- Plan projects to involve people outside Key Club.
- Write the date, time, and place of your meetings, so it will be seen (i.e. use chalk to write messages on the sidewalk, use posters, etc.).
- Set goals for your club.
- Keep a good reputation in your school and community.
- Seek Teacher Recommendations
- Encourage graduating seniors to find a replacement member before they graduate.

## New York District Key Club Electronic Mailing List

What is this mailing list? It is the greatest way for DIRECT communication from the District Board to club members. In addition to receiving the Governor's Newsletter (Governor Nadyli's monthly newsletter), the Empire Key (the official publication of the New York District), you will be receiving great and helpful resources all year long.

Signing up is easy! Just go to our website at [www.nydkc.org](http://www.nydkc.org) and click “Subscribe” on the right-hand side of the homepage. Fill in all your information, click the link on your confirmation email, and you’re all done! Once you’ve finished, be sure to tell all your friends to sign up as well!

## Key Club International Structure

### INTERNATIONAL

Key Club International encompasses all clubs within the group’s 33 organized districts and in foreign countries that are not included in any specific district. Key Club International is led by the International Board, which is composed of the International president, International vice president, and 11 International trustees, all students and active Key Club members.

### DISTRICT

A district is normally defined by a state, a group of states, or nation and tends to match a similar Kiwanis district. Each district is chaired by a governor, elected by delegates at the district annual convention.

### DIVISION

Each district is divided into territories called divisions, made up of various clubs. Each division has a lieutenant governor, a student leader who carries out the district’s policies and provides support to the clubs.

### CLUB

Key Clubs are established in a high school or equivalent institution, or a community-based club may be chartered. Elected officers are president, one or more vice presidents, secretary, treasurer, editor, and one director from each class.

International Board (President, Vice President, and 11 Trustees)

International Council  
(International Board + Governors)

District Governor and Board

Lieutenant Governors and  
Division

Club Board of Directors

Members

As you can see, the members are indeed the most important aspect of Key Club International. They are the ones who make up our quarter-million membership and provide 12 million hours of community service each year. Any leader in Key Club strives to serve our members who are the ones making the greatest difference in their homes and communities.

## Month-to-Month Calendar

- **March**
  - After Election of Officers, send in Elections Report Form to Lieutenant Governor, District Secretary, and District Administrator (available online at [www.nydkc.org](http://www.nydkc.org))
  - Encourage members to seek District Office (prepare them for election at District Convention)
  - Complete forms and finalize plans to attend District Convention (Leadership Training Conference)
- **April**
  - Attend District Convention (Leadership Training Conference)
  - Ask officers to arrange lieutenant governor to attend a meeting to retire/install officers
  - Make sure Elections Report Form have been filed (see March)
- **May**
  - Installation of Officers: this is when all new officers are officially installed (plan an installation ceremony)
  - Make sure that old officers are passing on all resources and materials to new officers
  - Plan the entire year with new officers; oversee appointments of directors and committee chairs (help write the committee directives)

- Plan to send members to attend International Convention (information should be available online at [www.nydkc.org](http://www.nydkc.org))
- **June/July/August**
  - Make sure the club is actively holding meetings and service projects over the summer
  - International Convention – at least 2 people from your club should be attending and serving as voting delegates to International Convention
  - Attend a Kiwanis club meeting along with the Kiwanis advisor
  - Plan a membership drive that will occur in the fall
- **September**
  - Make sure Key Club is receiving all the publicity it deserves to attract new members
  - Be sure of the dates of the Fall Rally and Training Conferences
  - Oversee the treasurer’s collection of dues and make sure Key Club’s financial records are accurate
  - Take a look at Awards Booklet online at [www.nydkc.org](http://www.nydkc.org) and plan the club to enter as many contests as possible (e.g., scrapbook, oratorical)
- **October**
  - Dues should be all collected and you should update the club roster (go online to [soapmu.kiwanis.org](http://soapmu.kiwanis.org); for club number and password, please contact the International office at 1800-KIWANIS)
  - Attend the Rallies and/or Training Conferences
- **November**
  - Celebrate Key Club week! More information will be available at [www.keyclub.org](http://www.keyclub.org) and [www.nydkc.org](http://www.nydkc.org)
  - Send an invitation to the lieutenant governor to visit your club
  - Assess the committees with the Board and revise the committee directives
  - Make sure all dues have been paid
- **December**
  - Evaluate all the club officers
  - Hold a social event (a Key Club dance, Key Club holiday party, et cetera)
  - Verify with District and International that dues have been paid
  - Prepare for a Spring Membership Drive when school returns
- **January**
  - Plan to attend District Convention or Leadership Training Conference (at least 4 members and officers should be attending to serve as voting delegates and alternate delegates)
  - Start planning a fundraiser to allow members to attend Conference
  - Membership Drive to attract new members
  - Encourage qualified members to run for District Office held at District Convention
- **February**
  - New officer elections should be held
  - Start training new officers
  - Make sure all the materials for contests are complete
  - Help the officers fill out the Annual Achievement Report (available online)
  - Prepare qualified members for District election

*Edited Training Packet from 2009-2010 Service Year*

## GOVERNOR NADYLI NUÑEZ

New York District Key Club 2010-2011

*“Caring-Our Way of Life”*

Questions? Contact Governor Nadyli at [nadylinunez.gov@nydkc.org](mailto:nadylinunez.gov@nydkc.org)