

Leading Key Club

Club officer duties

Club president

During the next year, you will plan, organize and carry out responsibilities associated with your role as the club's chief executive officer. Rest assured, everyone in your club wants you to be successful. You are the model members will follow. A positive attitude, working with the members' interests in mind, and just being there are most important.

Provide supportive leadership

- Establish a climate of enthusiasm, openness and concern. Follow up, congratulate and listen.
- Make it apparent you are concerned and accessible. Seek input and explore alternatives before making important decisions.

Preside over meetings

- Visit www.keyclub.org and your district Web site weekly to see upcoming events and news.
- With members input, create and abide by an agenda for your weekly meetings.
- Arrange and conduct a board of directors meeting monthly.
- 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 fellowship.
- Conduct and preside over regular Key Club meetings, making certain the vice president is prepared to preside in your absence.
- Develop a good working knowledge of parliamentary procedure.
- Refer to the "Managing your club" section for more details.

Lead programming

- Lead the entire membership in a well-rounded program of activities and projects.
- Set up good Kiwanis-family relations.
- Start projects within the first month of school.
- Send delegates to the district and international Key Club conventions.
- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Key Club. Invite potential members from the incoming class.
- Make sure that members from your club are attending Kiwanis meetings.
- Organize or participate in inter-clubs.

Support club administration

- Work with the secretary in filing your club's annual achievement report and any contests and award applications (all are found online at www.keyclub.org).

- Make sure each member paid his/her dues and has received a membership card, pin and member handbook in return.
- Confidentially contact members who have not paid dues.
- Keep a file of all correspondence.

Act as a liaison to the school and community

- Keep in touch with the student council and school administration.
- Meet with faculty advisor weekly to cover agenda points and current club issues.

Recruit and retain members

- Make certain all members are active and involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, 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.
- Set membership-recruitment goals annually. Work toward an increase in membership over the previous year.

Get the training you need

- 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.
- 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.

Conduct elections

- Conduct elections for class directors and representatives.
- At the start of the year, schedule a date in February for elections.

Plan strategy and set goals

- Keep in mind that ongoing evaluation of club meetings and operation leads to continuous improvement in the club.
- 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.
- Continuously monitor the club's progress toward achieving goals and the activities and responsibilities of all officers and appointees.

Select committee chairmen and make special appointments

- 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.
- Work with committee chairmen on their proposed projects for each upcoming month.
- Attend committee meetings. As an ex-officio member, attend as many committee meetings as possible (but let the chairman run the meetings).

Club vice president

Support the president

A well-organized and properly operating Key Club should have a properly trained vice president who is prepared to administer the Key Club in the absence of the president.

Handle programming and education

- Utilize the Make Your Meetings Move resource or other resources to plan effective ways to start the meeting.
- Work with the president to invite and coordinate special guests and speakers for club meetings and events.
- Work with the president to plan an annual goal-setting retreat for officers and board members.
- Conduct a new-member education program for all new members.

Oversee the committee system

- Utilize the member information form to determine what committees each member would like to serve on.
- Assign all members the responsibility of serving on at least one committee.
- Arrange for committee meetings to occur monthly at club meetings.
- Attend the monthly meetings of the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and turn them in to the secretary.
- Attend all meetings of the project committee as a counselor and ex-officio member.

Support officers

- Gather material for and help edit a club newsletter.
- See that a weekly club newsletter is produced.
- Make sure the club secretary mails in the club monthly reports.

Additional duties

- Attend the club's board of directors meetings.
- Talk to prospective members of the Key Club and help them decide whether or not to join.
- Assist the vice president-elect in becoming acquainted with his/her duties and receive all materials and knowledge base from the past club vice president.

Club secretary

Secretary skills and general duties

- Maintain all records, files and details that are important for the smooth operation of the Key Club.
- Be prompt, neat, organized and efficient.

Keep the club materials organized and the following items on file:

- Inventory of all Key Club property
- Club bylaws
- Key Club Guidebook
- District bylaws
- Minutes of all regular club meetings and board meetings
- Names and addresses of present Key Club officers
- Copies of current and past KEY CLUB magazines and district publications

- Collected committee reports from committee chairmen
- List of committee chairmen and members
- Club's past achievement reports
- Club's past monthly reports.

Prepare monthly reports

- Prepare board of directors meeting agenda with president.
- Attend the board meeting and take the minutes.
- Collect the monthly committee reports.
- Submit monthly report to the district.

Maintain membership and officer rosters

- Maintain a roster of club officers. Be sure to send any updated contact information to the lieutenant governor or district administrator.
- After elections, notify the lieutenant governor or district administrator of your new club officers for the next year.
- Maintain a complete club member roster and produce a club membership roster, electronic or printed version.
- Collect and maintain this information for each member:
 - Member's full name, home address, phone and e-mail
 - Preferred communication method: e-mail, texting, phone
 - Date of birth
 - Date he/she joined Key Club
 - Committee assignments and offices held in Key Club
 - Service project interests
 - Personal interests
 - Committee interests

Take club and board meeting minutes

- Make sure that attendance is taken at every meeting.
- Record the following about each regular Key Club meeting:
 - Number of members present
 - Names of those absent
 - List of guests attending
 - Presiding officer
 - Speaker and subject
 - Dues collected from whom (if applicable)
 - Committee reports, written and oral
 - Announcements
 - Any motions or decisions acted upon by the membership.

Coordinate club correspondence

- Answer all correspondence promptly, and inform officers and advisors of the communication.
- Give prompt attention to communications from the district and Key Club International offices.
- Share correspondence with all club members.
- Send thank you and/or congratulatory notes on behalf of the club.

Additional duties

- Help choose the convention delegates, candidates and contestants, and take care of all materials and monies (if applicable) relating to them.
- Work with the president in completing the Annual Achievement report and any other award applications for your Key Club.
- Assist the secretary-elect in becoming acquainted with his/her duties and receive all materials and knowledge base from the past club secretary.

Club treasurer

Treasurer skills and general duties

The treasurer should be detail-oriented, have strong math skills and do his/her best to see that everything is done properly so that there are no doubts about his/her integrity.

- Control the collection and disbursement of the club's money.
- Transact all business through a bank or school account. Many schools do not allow clubs to keep independent checking or savings accounts. It does not matter who writes the checks—school officials or the Key Club treasurer. What does matter, though, is that the treasurer be responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested.
- Reconcile bank statements.
- Record all expenditures and income for the week.
- Deposit club funds.
- Collect all monies from club projects.

Understand adults' roles when dealing with club finances

It should be noted that the treasurer's records always should be open to inspection by the club's officers, faculty advisor, principal and Kiwanis advisor.

- Secure advice of your advisor on all financial matters.
- Understand school or administration and club policies regarding student financial accounts relating to school organizations.

Coordinate dues collection and payment

- Collect member dues.
- In coordination with the faculty advisor and club secretary, update the membership roster at www.keyclub.org and forward monies, dues invoice and membership form to the Key Club International office. Early Bird registrations are due by November 1 and the dues deadline is December 1.
- Bill members for unpaid dues.
- Collect dues from new members and forward them to the International Office.

Attend and coordinate meetings

- Inform the club and Kiwanis sponsor of financial strengths and weaknesses.
- Prepare a financial report for the board of directors meeting.
- Attend all meetings within the club and the club officer-training conferences with the lieutenant governor.

Disburse funds

If your school policy permits your club to have its own checking or savings account, it is strongly advised that two (2) signatures be required on each check. Your faculty or Kiwanis advisor should co-sign with the Key Club treasurer or president.

- Disburse funds and pay bills promptly as approved by the board of directors.

- Pay all bills as approved by the board of directors.

Prepare and review the budget

- Prepare the budget and present it to the board for approval.
 - The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club.
 - The club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut.

Manage club accounts

Key Club International is a nonprofit organization, receiving much of its receipts from the general public. Therefore, the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and the administrative account.

1. Service account: All monies collected from the general public must be returned to the general public. Such monies cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to events other than service projects.
2. Administrative accounts: The administrative account is the operating account for the club. It is used for those monies to be spent on club administration and/or members. Monies coming from the administrative account are collected from dues, Kiwanis-family members and school subsidies. Monies in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc.

Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account.

It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

Maintain accurate financial records

- Keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer.
- When disbursing money, always obtain a receipt as evidence of payment. When possible, use a check rather than cash. This will provide you with an additional receipt. When reimbursing a club member for expenses, require them to complete an expense voucher and attach a copy of the receipt to receive reimbursement.

Additional duties

- File appropriate forms with the Internal Revenue Service (for U.S. clubs only).
- Send district convention registration fees to proper place and send Key Club International convention registration fees to appropriate address.
- Work with the treasurer-elect and help him/her prepare to take over your job next year and receive all financial records, receipts, files and training from immediate past treasurer.

Club editor

Editor skills and general duties

Club editors have the role of making Key Club known within their community. The editor is the advertiser, the communicator and the public relations officer.

- Make sure the public and club is informed about the service Key Club is and will be doing.
- Use technology for communication and marketing.
- Utilize various types of communication vehicles, such as: wikis, Web sites, text messaging and e-mail.
- Be creative.
- Be proficient in and adhere to the Key Club graphic standards.
- Keep an updated copy of the Key Club graphic standards CD.
- Make sure KEY CLUB magazine and district publications are distributed for all members to read about the exciting service Key Clubbers are leading.
- Send articles to the district publication. Contact your lieutenant governor or district administrator to learn how to submit your stories.
- Submit articles to the KEY CLUB magazine.

Communicate with the community

- Develop and/or order membership-recruitment materials for club growth efforts.
- Make public service announcements, contact local media and send articles to community newspapers.
- Create media releases for club service projects.
- Complete and submit a mayoral proclamation in honor of Key Club Week.
- Order helpful materials from Key Club International by calling 317-875-8755, ext. 411, or download at www.keyclub.org.

Document club service and programming

- Take pictures at meetings and events. Also take responsibility of the club camera, if your club has one, very seriously.
- Save all published newsletters, signs, calendars and banners.
- Optional: Organize pictures and club events, meetings and overall work in a scrapbook to be entered in district and international contest (when applicable).

Communicate with the club

- Ask members in a meeting or utilize member information to determine what communication method best fits each member's needs.
- Post a calendar of events to publicize meetings and upcoming projects.
- Make morning announcements, posters, signs and banners to promote projects and meetings.
- Visit www.keyclub.org to see current Key Club news and upcoming events.
- Produce a bimonthly or monthly newsletter

Suggested duties

- Create a Web site or wiki or maintain the current one.
- Manage and update weekly a bulletin board in your meeting location or school.
- Take the lead to celebrate Key Club Week. Utilize the unique resources at www.keyclub.org each fall to get your club well known in your community.

Additional duties

Work with the editor-elect and help him/her prepare to take over your job next year and provide and complete technology training where necessary.