

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### How to lead a club meeting

#### Before the meeting

- Set an agenda. Each club agenda will vary to meet their club and member needs.
- If a speaker or guest is attending, confirm with them before the meeting.
- Make sure your advisor and Kiwanis club are reminded. Maybe assign this task to someone new each week.
- Assign someone to greet new members and make them feel welcome and informed.
- Stick to the regular day and time.
- Meet with your advisor(s) to review the agenda and get questions answered.

#### At the meeting

- The club president or other officers lead the meeting. Advisors can take a seat and relax.
- Remember, your meeting is a representation of your service, so make sure it's fast-paced, organized and engaging.
- Start out with a short icebreaker or quote. The Key Club Make Your Meetings Move booklet shares ways to break the ice, get acquainted and learn interesting facts about Key Club. Learn more at [www.keyclub.org](http://www.keyclub.org).
- Host guest speakers. This is a great way to educate your members about new service opportunities and help develop their personal skills.
- Market and educate members about upcoming service projects and why they need the club members' support.
- Participate in a project. Wrapping presents for toys for tots and creating birthday cards for a community home can all be done during your meeting time.
- Evaluate your last project.
- Give time for committees to meet. This could be monthly or as needed.
- Celebrate Key Club traditions. Many clubs lead the Key Club pledge at the beginning of each meeting, while some set aside one meeting a month to be more formal. Whatever you choose don't forget the history and tradition developed since 1925.
- Recognize members. Take some time to reinforce members' great service and leadership.
- Thank everyone for attending.

#### After the meeting

- Clean up.
- Distribute the minutes to all attendees.
- Send greetings to members who could not attend. Ask members who did attend to let them know what happened.



**Kiwanis**  
Service Leadership Programs