

KEY CLUB OFFICERS

2016  
2017

*Be the*

# VICE PRESIDENT

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2 0 1 6

**April**

2 Kiwanis One Day

**May**

2–6 Eliminate Week

**July**

6–10 Key Club International convention

**September**

1 Magazine mailed to clubs  
15 Fall mailing sent to clubs  
24 Nickelodeon's Worldwide Day of Play

**October**

1–31 Trick-or-Treat for UNICEF  
15 Youth Opportunities Fund grant application deadline

**November**

1 Early bird deadline for dues  
1–30 Kiwanis Family Month  
7–11 Key Club Week

**December**

1 Final deadline for dues  
31 Trick-or-Treat for UNICEF donations due in order to receive recognition

2 0 1 7

**January**

7 Key of Honor nominations due

**February**

1 Unpaid clubs become suspended  
1–28 Officer elections  
1–28 Submit annual achievement report before your district convention.  
([keyclub.org/districtconventions](http://keyclub.org/districtconventions))

**March**

15 Officer training mailing sent out to clubs

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*Key Club important dates*

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## ***Be the Vice President***

Congrats on being elected club vice president. You're going to be awesome. This guide is full of tools and information to assist you throughout the next year, but the best advice we have is to believe in yourself. You were elected to this role because your club believes in you, and you should believe in yourself, too. You may feel some pressure to step into the shoes of last year's leader; it's only natural. But don't lose sight of your own gifts and skills. Be your best you and serve your club by serving others first. Good luck!

## *Develop your official duties*

Your Key Club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

As mentioned before, the vice president has the unique opportunity to help the club by being flexible to meet the needs of their club and fellow officers. Use the spaces below and to the right to work with your club president and advisor to establish your role for the year.

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# Checklists



## weekly

ASSIST THE PRESIDENT IN LEADING THE CLUB.

MONITOR THE COMMITTEE SYSTEM.

NOTE TO SELF

## monthly

ATTEND ALL MEETINGS OF THE PROJECT COMMITTEE AS A COUNSELOR AND EX OFFICIO MEMBER.

ASSIST SECRETARY IN COLLECTION OF MONTHLY COMMITTEE REPORTS.

ATTEND THE CLUB'S BOARD OF DIRECTORS MEETINGS.

MAKE SURE THE CLUB SECRETARY MAILED THE CLUB MONTHLY REPORTS TO DISTRICT OFFICERS.

ASSIST EDITOR IN COLLECTING ARTICLES OR INFORMATION FOR PUBLICATIONS.

NOTE TO SELF

## annual

ACQUAINT YOURSELF WITH THE PRESIDENT'S DUTIES SO YOU CAN ASSIST HIM OR HER.

RECEIVE ALL MATERIALS AND POSSIBLE HELP FROM THE PAST VICE PRESIDENT OF YOUR CLUB.

ASSIST IN MEMBER RECRUITMENT.

CONDUCT AN EDUCATIONAL PROGRAM FOR NEW MEMBERS.

ENSURE THE SUCCESSFUL TRANSITION OF THE NEW VICE PRESIDENT TO THE ROLE.

NOTE TO SELF

## *Be the Supporter*

One aspect of being the vice president is being involved in a wide variety of projects and with a wide variety of people. The vice president helps ensure the duties of the president are carried out, if he or she is unable to fulfill them. The vice president also helps ensure the club runs smoothly as a whole. The vice president must be invested and involved because at any given point there may be the need to step into action.

In order to help the other officers, it is important to review some of the same information they were provided. Doing so will better prepare you for your role. Be open about the gifts and skills you possess and how they can benefit your club. Be sure to talk with others on the executive board to understand how you might be able to best support them in their roles.

The worst thing a vice president can do in your role is wait for work to come to them. Being proactive about supporting the club officers and members will make the greatest difference in helping your club succeed.

## *Be the Delegator*

In your role, you will encourage and assist in the delegation of tasks to committees and members, so you should start thinking about what delegation really means.

Delegating can be a challenging but necessary part of your role. It is important to remember you are only one part of a team and you'll need to trust others on your team to contribute to the success of your club. When delegating, keep in mind the following:

- **Be sure you set clear expectations, responsibilities and limitations.** Keep people connected throughout the process to the overall club goals and create individual project goals.
- **Be sure to include your advisor in the process.** They may have ideas about whom to assign tasks and what kind of guidance to give.
- **Choose appropriate tasks.** Your club is filled with a variety of talents and skills. Give people the chance to work on projects and tasks that will fit well with individual skills and interests. Also, be sure to maximize your potential for success by giving your club members a voice in decision making, allowing them to offer input on how best to accomplish a specific task—and using that feedback as much as possible.
- **Make sure you are being supportive and trustful, not overbearing and nosy.** When you assign a task, allow people to learn through the experience and avoid looking over their shoulder or micromanaging.

## Be the Recruiter

One thing every club needs to succeed is members. With a variety of activities and clubs in each school it can sometimes be hard to get people's attention and get them interested in your club. Help lead your club to success through member recruitment.

Although recruiting new members should be everyone's job, it helps to set up a team of about 5-10 people who will focus on recruitment. The recruitment team should be well trained on how to persuade people to join. Before getting started, set recruitment goals for your club. Some good recruitment goals may include how many members you'd like to see or how many new members from which grades. Before beginning each recruitment cycle, pull together resources to help your club stand out and to help people learn more about Key Club. You can create your own resources or explore ideas at [keyclub.org](http://keyclub.org). You want to also consider what methods you want to share your message. Information tables in public spaces, school newspapers, flyers and social media are all great ways to get the word out about Key Club. Lastly, remember that while you may focus your efforts to the beginning of each semester, recruitment for your club is a year round effort.

**The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant.**

MAX DEPREE

### Grants for projects: //

*Did you know your club can receive up to US\$2000 in grants from Key Club International for your service projects through the Youth Opportunities Fund? More information and applications can be found at [keyclub.org/yof](http://keyclub.org/yof) and are due annually on October 15. There is one grant cycle per year.*



## *Be the Designer*

One common role assigned to vice presidents is overseeing the committee system. The committees will be the main opportunity you and the president have to delegate responsibilities. Designing a strong committee system can build a strong foundation for your club and help ensure your annual goals are achieved. When designing committees, keep the following in mind:

- Utilize the member information form to determine on which committees each member would like to serve.
- Assign all members to serve on at least one committee. Work with the president and advisor to make assignments.
- Establish an expectation of committee meetings occurring monthly at club meetings.
- Attend the monthly meetings of the committees as an ex officio member and advisor.
- Collect all monthly committee reports and turn them in to the secretary.
- Encourage each member to be active on a committee.
- Be sure each committee is aware of local, district and international resources available to them.

### **Suggested committees:**

#### **Kiwanis family relations committee**

Works with the sponsoring Kiwanis club and other members of the Kiwanis family to plan joint service, social and fundraising projects.

#### **Public relations committee**

Works to make Key Club a household name through club newsletters, school and local media, marketing campaigns for service projects and fundraisers. This committee works closely with the editor and webmaster.

#### **Program committee**

Brings interesting speakers, films and entertainment to Key Club meetings and educates all members about what Key Club is and does.

#### **Project committee**

Initiates and implements all service projects.

#### **Social committee**

Plans and promotes fellowship activities (dances, parties, etc.), coordinates birthday celebrations and works with club officers to recognize members for their hard work.

#### **Membership development committee**

Helps invite members into the club, encourage high attendance at all club events and works with the public relations committee to create materials for recruitment.





## Be the Advocate

Helping organize projects and programs can be a huge part of your role. One major area of focus for Key Club is service-related projects and programs. When planning service projects, ensure they have value and meaning by including the Five Critical Elements of Thoughtful Community Service.\*

**1. Seek out community needs.** Make sure that you do some research about the needs your in community before you start planning a project. Reach out to local organizations like United Way or other community groups for ideas.

What it looks like: *Your city reduces the budget for the animal shelter. Your members are animal lovers, so you contact an animal shelter to see how your club can help.*

**2. Educate members.** Inform your members about the community need you've discovered, the group you'll be working with, and why it's important for your club to help. If they know the value of their service, they'll be more motivated to participate.

What it looks like: *Someone from the animal shelter is invited to speak at your club meeting before the project, or you show a video about the topic.*

**3. Respond to the need.** Now it's time to take action! Keep your members motivated throughout the project by sharing encouraging words and reminding them of the difference they'll be making.

What it looks like: *Thanks to your club, dogs are happier and the facility is cleaner. The staff is thankful and members know their work has made a difference.*

**4. Reflect.** Reflection should happen immediately after the project to discuss reactions, share stories, and explore feelings. A good reflection experience allows members to process what they did, why it was important, and how the service they did was meaningful to them. Check out training resources on [keyclub.org](http://keyclub.org) to help you lead reflection activities with your group.

What it looks like: *At the next club meeting, a couple of members who are not officers share what they did and how the service experience affected their lives. Other members show pictures or videos they took. Some members might even realize their love for animals could one day become a career opportunity.*

**5. Evaluate and celebrate.** After your group reflection, evaluate your experience with fellow club members. Was it successful? What would you have done differently to make it more successful? Evaluation gives direction for improvement, growth, and change.

What it looks like: *The majority of your club comes to the animal shelter project, and the agency asks for your service again. You decide to make this an ongoing project.*

\*Adapted from a publication of the Campus Outreach Opportunity League.

**Tend to the people, and they will tend to the business.**

JOHN MAXWELL

# Know your resources

Key Club International wants to help you succeed—so we’re providing as many resources as possible. Listed below are just a few you might consider as your executive board brainstorms ways to support and build your club. You can find more resources at **keyclub.org** or through the weekly Key Club email. Not receiving the weekly email? Have your club advisor or secretary update your email address in the **Membership Update Center at keyclub.org/muc.**

## Service ideas

- Idealist.org – **idealist.org**
- Volunteer Match – **volunteermatch.org**
- Hands on Network – **handsonnetwork.org**
- Youth Serve America – **ysa.org**
- National Youth Leadership Council – **nylc.org**
- Project Happiness – **projecthappiness.org**
- Volunteer Canada – **volunteer.ca**
- Canadian Volunteer Directory – **canadian-universities.net/Volunteer**

## Partners

Did you know Key Club International has preferred charities and partnerships that can offer you great opportunities for service to your community or abroad?

For more information on partnerships and preferred charities visit: **keyclub.org/partners**

## Key Leader

Want to take your leadership to a new level? Know a younger member who you think will be a great leader? Key Leader is a leadership development experience open to any high school student who is interested in leadership. Many clubs also find their sponsoring Kiwanis club, local businesses or school will help them pay the registration fee. You can learn more about Key Leader and what programs are happening in your area at **key-leader.org.**



### Key Club acronyms: //

*Below is a list of our most commonly used acronyms.*

- AAR** — Annual Achievement Report
- CKI** — Circle K International
- CMN** — Children’s Miracle Network
- DCON** — District Convention
- ICON** — International Convention
- IP** — Immediate Past
- KCI** — Key Club International
- LTG** — Lieutenant Governor
- OTC** — Officer Training Conference
- YOF** — Youth Opportunities Fund

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