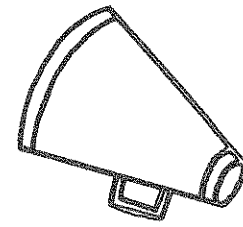




CLUB OFFICERS' ROLES



LEADING YOUR KEY CLUB

With dedication and a sincere focus on the members and communities you serve, your year of leadership will bring unlimited opportunities. Your job will not be easy; it will take a lot of time, love for service and, above all, commitment. Work with your district leaders, adult volunteers and your peers to make this year the best learning experience possible. The friendships and leadership skills you develop as a club officer will last a lifetime. Here are brief overviews of responsibilities for each officer. Check out www.keyclub.org/leadership/lis for specific duties and timelines for each position.

CLUB PRESIDENT

During the next year, you will be planning, organizing and carrying out responsibilities associated with your role as the club's chief executive officer. You are the model members will follow. Attendance, a positive attitude and working with the members' interests in mind are most important.

Responsibilities:

- Establish a climate of enthusiasm, support and open communication within the club. Make sure all members feel their voices are heard and their hard work is celebrated.
- Ensure all club and board meetings are well planned and executed. Make sure your meetings keep members engaged. Use clear organizational structure and follow parliamentary procedure. Share up-to-date information from Key Club on local, district and international levels. Although you will not lead them, still attend committee meetings when possible.
- Keep members connected through well developed and frequent programming. Try involving other Kiwanis-family and school groups whenever possible.
- Be sure to meet administrative functions. Assist your club officers in completing annual achievement reports, contest and award applications and all the steps regarding club dues.
- Develop relationships with school administrators, faculty advisors and Kiwanis clubs. These adults can be a huge resource for your club, so setting up regular meetings and sharing club updates is important.
- Include all members of your club and make them feel involved, educated and excited about their membership in Key Club.
- Develop membership recruitment goals throughout the year. Once members are inducted, be sure to help them become actively involved.
- Make sure all officers, board members and committee chairmen are educated about their roles and responsibilities. Use resources at www.keyclub.org to guide club practices.
- Create strategies, conduct evaluations and work to set goals aimed at continuous club improvement.
- Manage the club election process. Set a date in February for elections and inform members about the process.
- Define roles, your expectations, club resources and specific projects for committee chairmen and other special appointments. To ensure the success of appointees, be sure to define the types of skills necessary, the club resources available and the project timeline.