

CLUB VICE PRESIDENT

Responsibilities:

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.

Plan programs and education

- Use Key Club's online resources to plan effective ways to start the meetings.

- 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

- Use the member information form to determine which committees each member would like to serve on.

- Assign all members to serve 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 committees' monthly reports 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 director meetings.

YOU'RE A LEADER! TAKE RESPONSIBILITY FOR YOUR POSITION.

