

Club President Guide

As your club's president, you are effectively the club's chief executive officer. Your job involves a large amount of planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. Your club's members will help you succeed, but you are there to lead the club. This position is very demanding and it means that you must be prepared to work several hours a week to get the job done. Remember, planning and preparation count, and enthusiasm is contagious.

Duties & Responsibilities:

- Appoint roles and delegate tasks. Do check in periodically to ensure that delegated tasks are being done correctly and completely, but don't get too involved as you are not the only member in your club.
- You are a major role model; so it's crucial to attend all regular club meetings, board meetings, and all club activities. As well, attend as many committee meetings as possible. You should also attend the Key Club International convention and all other division and District events,
- Encourage all members of your club to attend club activities and all other divisional and District events.
- Take feedback from your advisors, members and board to continuously improve meetings, projects, and attendance.
- Set clear and attainable goals for your club, and monitor the club's progress toward goal accomplishment.
- Establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen. Your relationship with members is very important.
- Plan ahead to ensure that each club and board meeting is well organized, flows smoothly, ends on time. You are responsible for agenda setting and for preparing the vice-president to preside in your absence.
- Make it clear that you are concerned about your club and willing to help. Seek input and explore alternatives before making important decisions. You may have more responsibilities, but that does not make you superior to any other Key Clubber.
- Make certain all members are active and involved throughout the year. Maintain a 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.
- Ensure your club follows all reporting requirements for your district and Key Club International. Forms and reports are boring to fill out, but go a long way to help gauge how the Key Club family is doing as a whole.
- Prepare and train next year's president for his/her duties. Also try to encourage members to run for positions, and keep your eye open for those with the most potential for future leadership.

KEY CLUB®

Eastern Canada District

- Train club officers, board, and committee chairpersons so that they understand and carry out their responsibilities throughout the year.
- Communicate with your division's Lieutenant Governor and update your club on pertinent information about your division District. You are the liaison between your club and the rest of the Eastern Canada District

Your Weekly Duties include:

- Conduct and preside over a regular Key Club meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep officers on task and provide assistance for committees to run smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Meet with your faculty advisor to discuss agenda points and current club issues.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Work alongside board members to ensure that they are doing their tasks.

Your Monthly Duties include:

- Arrange and conduct a board of directors meeting (this can also be weekly).
- Work with the committee chairs on their proposed projects for the coming month.
- Make sure all monthly reports are submitted on time.
- Communicate with the student council and school administration.
- Make a list of the coming month's activities and post it so members are aware of the schedule.
- Ensure that at least two members from your club are attending each Kiwanis meeting, and try to be of the members attending the meeting.

Your Annual Duties:

- Work toward a net increase in membership over the previous year.
- Receive help and information from the past president.
- Review all Key Club educational materials.
- Become knowledgeable of parliamentary procedure.
- Establish good Kiwanis-family relations with your sponsoring Kiwanis Club and any other local branches of the K-Family.
- Review your membership roster and form committees.
- Plan service projects over the summer so that the projects can be started shortly after school begins, if not sooner.
- Verify each member paid his/her dues to both district and International and received a membership card and Member Handbook in return.

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- Work with the secretary in filing your club's annual and monthly reports.
- Conduct elections for new officers, and confirm that they learn about their respective offices. Elections should be scheduled in February so that they officers can be trained at your District's annual convention.
- Assist the new president in every way possible as they learn about the duties of the highest club office and your Key Club.
- Send delegates to the district and International Key Club conventions.
- Try to increase the number of members that attend district and International Convention

President's Officer Service Agreement

Key Club of _____

Division _____

As a Key Club Officer Candidate for President of my high school's Key Club, I, _____, do hereby declare myself willing to assume the duties and responsibilities of the office of Club President.

In my term I will:

1. Maintain the quality of my schoolwork and keep up-to-date with club matters so that permission may be obtained from parents and school authorities for occasional absence on Key Club business.
2. Keep precise minutes of all of the meetings and functions.
3. Understand and follow the district constitution and bylaw.
4. Co-operate and work closely with the Lieutenant Governor, Divisional Secretary-Treasurer, and Sponsoring Kiwanis Club.
5. Manage the Membership Update Center with the help of my club's teacher advisor.
6. Continuously monitor the club's progress and the responsibilities of all officers and appointees.
7. Handle club correspondence, and especially give prompt attention to communications from the Division, Eastern Canada District, and the Key Club International office.
8. Keep a careful and accurate record of the activities of the club and its members, and preserve them for further reference.
9. Consult my board before making major decisions, consider all my home Key Club members' ideas, and make these decisions clear to my Key Club Members.
10. Maintain record of membership and attendance of club meetings & events.
11. Promote Key Club in my school and community, and recruit new members to my club.
12. Develop a good working knowledge of parliamentary procedure.
13. Attend all club meetings and club activities.
14. Prepare and train next year's Secretary for their respected duties and responsibilities.
15. Make certain all members are active and involved.
16. Attend divisional training conferences and divisional meetings.
17. Continuously monitor the club's progress.
18. Work with the president in completing the Annual Achievement report and any other award applications for your Key Club.
19. Attend to convention materials and finances (if applicable) relating to them.

Failure to meet the duties/responsibilities as outlined in the Service Agreement may result in removal from the office to which I am elected by the club officer board and advisors.

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I understand that the conduct of any Key Club business by any means (in person or electronic) shall abide by the Key Club Code of Conduct.

[CANDIDATE'S SIGNATURE]

[DATE]

As the parent/guardian of this candidate, I have read this Service Agreement and support him/her in this decision to run for office and I am ready to support him/her throughout the term of office.

[SIGNATURE OF PARENT/GUARDIAN]

[DATE]

CANDIDATE'S GENERAL INFORMATION

[PRINTED NAME]

[BIRTH DATE]

[EMAIL ADDRESS]

[MEMBER ID #]

[PREFERRED PHONE NUMBER]

PLEASE CIRCLE ONE

MALE

FEMALE

If you have any questions about the Service Agreement form or about the responsibilities/duties, please talk to an executive of this club.