

Club Vice - President Guide

The Club Vice- President is an essential part of the club's success. As the vice-president, your job is to help and assist your president. You are there to take up jobs that your president can't do on their own. You assist the president with difficult paperwork, help organize any plans for the club, and provide opinions on club decisions. In a general sense, a vice-president is like a universal helper!

Duties & Responsibilities:

- Preside over weekly club meetings in the absence of the president.
- Attend all executive and club meetings.
- Make sure that attendance is taken at every meeting; verify that secretary is constantly recording the member attendance.
- Keep a personal record of each club member which includes their attendance of meetings and involvement in events.
- Assist the president with the Key Club workload to ensure that all work is completed successfully.
- Watch over the committee system and assist committee chairs.
- Attend the monthly meetings of the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the secretary.
- Attend the club's board of directors meetings.
- Make sure the club secretary mailed the club monthly reports.
- Become thoroughly acquainted with the president's duties so you can assist the president.
- Receive all materials and possible help from the past vice-president of your club so that it is ensured that you are prepared for the following year.
- Talk to prospective members of the Key Club, and help them decide whether or not to join.
- Conduct an educational program for new members in order to introduce them to the Key Club family.
- Train and work with the new vice-president and help him/her prepare to take over your job next year.

The Vice-President may also hold the position of Eliminate Chair. Their responsibilities would also include:

- Stimulate possible ideas and fundraisers to promote the Eliminate Project
- Set standards for the project and fundraising; establish goals and plan of action
- Educate club members about the Eliminate Project
- Ensure that jobs within the committee are distributed evenly to each member
- Responsible for sending donations from fundraisers to the Kiwanis International Foundation (with the assistance of the Treasurer)
- Complete the monthly Eliminate report as indicated by the Eastern Canada District Eliminate Committee

Vice – President's Service Agreement

Key Club of _____

Division _____

As a Key Club Officer Candidate for Vice – 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 Vice-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. Aid the president in every way that I can to guarantee that all work is completed.
3. Understand and follow the district constitution and bylaw.
4. Co-operate and work closely with the President, Staff Advisor, and Sponsoring Kiwanis Club.
5. Assist club committees and advise committee chairs.
6. Continuously monitor the club's progress and the responsibilities of all officers and appointees.
7. Keep accurate records of the involvement of members, with the assistance of the Secretary, and preserve them for further reference.
8. 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.
9. Promote Key Club in my school and community, and recruit new members to my club.
10. Attend all club meetings and club activities.
11. Prepare and train next year's Vice-President for their respected duties and responsibilities.
12. Make certain that all committees are active and achieving their goals.
13. Attend divisional training conferences and divisional meetings.
14. Continuously monitor the club's progress, and help the president to improve the club's progress at all times.
15. Work with the president in completing the Annual Achievement report and any other award applications for your Key Club.
16. Educate members about Eliminate; plan and run fundraisers and awareness projects in the club, school and community (if applicable).

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.

KEY CLUB®

Eastern Canada District

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.