



KEY CLUB OFFICERS

Be the

VICE PRESIDENT

Be the

VICE

PRESIDENT



Be the Vice President

Congratulations on being elected club vice president. The role of vice president is very important, and the work you do this year will help determine your club's success. Your main focus will be supporting the president, organizing committees and assisting with whatever else your club needs. You might be asked to help plan and run meetings, recruit members or host a service project. Make sure to communicate with the president and your fellow club officers so that everyone is on the same page. Assign committee chairs and help each committee create goals and directives. Every club is unique, so sit down with your advisor and officers to determine additional responsibilities for your position. Good luck, and have a wonderful year.

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.

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. 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 and are due annually on October 15. There is one grant cycle per year.

REMEMBER!

All applications must be submitted electronically. No paper applications will be accepted.



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 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

Key Leader is a weekend experiential leadership program for today’s youth leaders. It focuses on service leadership as the first, most meaningful leadership development experience. By participation in a hands-on, weekend event, Key Leaders learn that leadership comes from helping others succeed. The program is designed to identify and empower emerging student leaders and move them beyond where most other leadership programs end. Thousands of students on four continents have and will become Key Leaders. 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 | IP — Immediate Past |
| CKI — Circle K International | KCI — Key Club International |
| CMN — Children’s Miracle Network | LTG — Lieutenant Governor |
| DCON — District Convention | OTC — Officer Training Conference |
| ICON — International Convention | YOF — Youth Opportunities Fund |

Key Club Officer and Advisor guides are printed on Lymx EarthChoice® paper from Domtar. EarthChoice® means increasing responsibility throughout the entire paper life cycle—from the forest, through responsible production, usage and recycling. Domtar works closely with leading NGOs—including the Rainforest Alliance and World Wildlife Fund—to create more responsible forest management practices.





facebook.com/keyclubintl twitter.com/keyclub
instagram.com/keyclubint pinterest.com/keyclubint youtube.com/keyclubtv

A Key Club International program of Kiwanis International.

GIK/C-1218-587/VicePres