

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Duties of the 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. Many of these leadership responsibilities are listed below. Be assured that everyone in your club wants you to be successful. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill. Remember, planning and preparation count, and "enthusiasm is contagious."

Duties and Responsibilities

- **Appointing and delegating-** take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, ensure that the task is done.
- **Attending-** as an ex-officio member, attend as many committee meetings as possible (but let the chair run the meetings). You are a significant role model; so, attendance at regular club meetings, board meetings, and all club activities is crucial. Attend and encourage all others, to attend the Key Club International convention and all other division and district functions.
- **Evaluating-** on-going analysis of club meetings and operation leads to continuous improvement in the club.
- **Goal setting for results-** goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- **Monitoring-** continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- **Motivating-** establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- **Presiding-** make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and fellowship. You are responsible for agenda setting and for making certain the vice-president is prepared to preside in your absence.
- **Problem solving-** make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
- **Recruiting and retaining-** make certain all members are active and involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, 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.
- **Reporting-** the club president bears ultimate responsibility for meeting the reporting requirements of the district and Key Club International.
- **Succession-** prepare next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year.
- **Training-** club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year.

Club President's Checklist

Weekly Duties

- Conduct and preside over a regular Key Club meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep officers and committees running smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are contacted.
- Meet with faculty advisor to cover agenda points and current club issues.
- Make sure that members from your club are attending Kiwanis meetings.
- Attend as many Kiwanis meetings as possible.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing their tasks.

Monthly Duties

- Arrange and conduct a board of directors meeting.
- Work with the committee chairs on their proposed projects for the coming month.
- Make sure all monthly reports are submitted on time.
- Keep in touch with the student council and school administration.
- Make a list of the coming month's activities and post it.
- Organize or participate in inter-clubs.

Annual Duties

- Work toward a net increase in membership over the previous year.
- Receive help and information from the past president.
- Read and study all Key Club educational materials.
- Develop a good working knowledge of parliamentary procedure.
- Set up good Kiwanis-family relations.
- Study your membership roster and form committees.
- Conduct elections for class directors and representatives.
- Start projects shortly after school begins, if not sooner.
- Designate a public relations committee chair and make sure your club activities are sent into the district publication and KEYNOTER magazine.
- Make sure each member paid his/her dues to both district and International and received a membership card and Member Handbook in return.
- Work with the secretary in filing your club's annual and monthly Reports.
- Conduct elections for new officers, and make certain they learn about their respective offices. Elections should be

scheduled in February.

- Assist the new president in every way possible to learn about the 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.
- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Key Club. Invite potential members from the incoming class.

a Kiwanis-family member

keyclub.org

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA
1-317-875-8755 ? US AND CANADA: 1-800-KIWANIS ? E-Mail: keyclub@kiwanis.org

Revised 10/06