

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Club Officers Planning Conference

A sponsoring Kiwanis club has both the privilege and the responsibility to give constant counsel and guidance to the entire program of its Key Club. One valuable method of providing guidance is to train thoroughly each new set of Key Club Officers and committee chairmen when these officers assume their positions. This document will provide you with the steps to follow to effectively conduct a Key Club Officers Training Conference.

Kiwanis recognizes the value of its leadership training program, and such a plan for these high school youth can be equally effective. In fact, it is even more important in Key Clubbing because these club leaders cannot have the background of service club work which most Kiwanis officers have prior to taking office. Lack of education is always a major factor contributing to the ineffectiveness or even failure of a club, and the total Key Club program must depend upon each sponsoring Kiwanis club furnishing effective guidance to its Key Club.

When: Each time a new set of Key Club officers take office.

Where: At a convenient and adequate location selected by the chairman of the Committee on Key Clubs in consultation with the Kiwanis president and Key Club president.

How Long: An entire afternoon. It is suggested this conference begin with a luncheon if arrangements and finances permit.

Who: All Key Club officers, directors, committee chairmen, and the faculty advisors.

Resources: Key Club Guidebook, Club Officer Planners, Core Values Workbook, Major Emphasis Program CD, and additional on-line resources.

Model Agenda

It is recommended that the training conference be presided over by the sponsoring Kiwanis president or the chairman of the Committee on Key Clubs. Officers and directors of the Kiwanis club and members of the committee should be assigned various sections of the agenda.

A. Call to order and invocation

B. Introduction

C. Purpose of conference - By Kiwanis president or chairman of Committee on Key Clubs

D. Duties of Club President

1. Familiarize himself/herself with the entire Key Club Manual and all Key Club support literature.
2. Review specific duties.
3. Plan his/her work and prepare a calendar. (This should include planning for programs and activities including the eight recommended projects.)

4. Plan for and preside at the weekly club meeting.
 - a. See suggestions in the Key Club Manual.
 - b. Utilize program suggestions made from time to time in the Keynoter.
 - c. Discuss the availability of programs through utilizing members of the Kiwanis club as well as suggestions of the Kiwanis club's Committee on Programs and Music.
5. Make effective use of board meetings.
6. Be familiar with the Standard Form for local Key Club Bylaws. Available on-line at keyclub.org, under Forms and Literature.

E. Duties of the Club Vice-President

1. Review duties
2. Emphasize serving as president's "right arm" and giving supervision to committee activities.

F. Duties of Club Secretary

1. Review duties.
2. Discuss importance of maintaining efficient records.
3. Encourage the submitting of Keynoter information reports. (A report form is sent to each club early in the fall.)

G. Duties of Club Treasurer

1. Review duties.
2. Encourage prompt payment of International and district dues. The International dues are payable on October first; they are delinquent sixty days thereafter.

District dues vary in amounts but may not exceed the maximum amount allowed by International dues per year.

H. Duties of Club Directors

1. Review duties.
2. Discuss preparation of annual club budget.

I. Suggestions for Committee Chairpersons

1. General
 - a. Develop plans for regular committee meetings.
 - b. Become familiar with past activities of the club.
 - c. Clear all projects with the board of directors.
 - d. Use sub-committees to supervise various projects.
 - e. Keep club advised of each committee's plans and activities.
2. Specific duties
 - a. Kiwanis Family Relations Committee
 - b. Program Committee
 - c. Project Committee

- d. Public Relations Committee
- e. Social Committee
- f. Membership Development Committee
- g. Major Emphasis Program Committee

Service is the very heart of Key Clubbing. The following suggestions are made for the benefit of the Project Committee.

1. Service to school and community - sources of project ideas are:
 - a. Suggestions of club members, faculty, and Kiwanis sponsors concerning the needs and opportunities in the school and community.
 - b. Key Solutions Service Projects: Available on-line at keyclub.org, under Forms and Literature.
 - c. Projects reported in each issue of the Keynoter.
 - d. Key Club Major Emphasis Program CD: Service Partners and Service Initiative Information.
 - e. Joint Kiwanis-Key Club projects. (Developed in cooperation with the standing committees of the sponsoring club.)
2. Fundraising projects - sources of project ideas are:
 - a. Key Solutions Fund Raising, Finances and Charitable Giving: Available on-line at keyclub.org, under Forms and Literature.
 - b. Projects reported in the Keynoter.
 - c. Joint Kiwanis-Key Club fundraising projects.
 - d. Fundraising ideas and ads in The Kiwanis Magazine.

Further Planning

The following are additional items for discussion and further planning:

1. Arranging a plan for regular visits of Key Clubbers to Kiwanis meetings on a rotating basis.
2. Development of plans for annual joint Kiwanis-Key Club meeting involving all members of both clubs.
3. Planning for representation at the annual Key Club International Convention. (The convention is usually held the first week in July. Materials on convention program and registration are mailed to all clubs in February.)
4. Planning for representation at the Key Club district convention. (These conventions are held each year in the spring. Information comes to the club directly from the Key Club district officers or the Kiwanis district chairman.)

a Kiwanis-family member

keyclub.org

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