



Club officers training and planning conference

A sponsoring Kiwanis club and faculty advisor(s) 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 guide will provide you with the steps to follow to effectively conduct a Key Club officers training and planning conference.

Kiwanis recognizes the value of its leadership training program. In fact, it is even more important in Key Club because these club leaders may not have the background, which most Kiwanians and faculty advisor(s) have. 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 and faculty advisor(s) 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 Kiwanis advisor, the Kiwanis club president, faculty advisor and Key Club president.

Length: An afternoon or evening.

Who attends: All Key Club officers, directors, committee chairmen, faculty advisor(s) and Kiwanis advisor(s).

Who facilitates: A joint effort from the faculty advisor(s) and sponsoring Kiwanis club members. Additionally, a returning Key Club officer or Key Club lieutenant governor is valuable to assist in leading activities and officer training.

Supplies needed:

- ❑ Key Club Bylaws and board policies (found in the Guidebook)
- ❑ Club officer leadership planner: Sent to clubs each spring.
- ❑ Officer duties: Available at www.keyclub.org and in the officer handbook planner.
- ❑ Optional online resources: Membership recruitment, sample agendas, committee reports and other valuable resources.
- ❑ Officer SMART goal worksheets: available at www.keyclub.org.
- ❑ Club SMART goal worksheets: available at www.keyclub.org.
- ❑ KEY CLUB 101 PowerPoint: available at www.keyclub.org and on district officer flash drives.
- ❑ Snacks and drinks (optional)
- ❑ Flip-chart paper
- ❑ Markers
- ❑ Icebreakers
- ❑ Nametags
- ❑ Scratch paper for each participant

Training agenda

A. Welcome and introductions

B. Icebreakers/"get to know you" activity: Try some of the icebreakers found on this flash drive.

C. Purpose and expectations

- Discuss the purpose of the training and set expectations of the training.
 - What do we want to achieve during the training?

- Discuss as a group, write, and post big themes on the wall to help focus discussions.

D. Understanding the basics

- Review Key Club 101 PowerPoint.

E. Club assessment: a year in review

- What are our club strengths? Why?
- What are our club's greatest weaknesses? Why?
- How can we use our strengths to improve our weaknesses?

F. Officer training

- Review duties of all officers.
- Utilize officer manual/planners.

Duties of club president

- Familiarize himself or herself with the entire Key Club Guidebook and all Key Club literature.
- Review specific duties outlined in the leadership planner.
- Plan his or her work and prepare a calendar.
- Plan for and preside at the weekly club meeting.
- Effectively lead board meetings.
- Be familiar with local Key Club Bylaws (available online at www.keyclub.org).

Duties of the club vice president

- Review specific duties as outlined in the planner and as determined by club.
- Emphasize serving as president's "right arm" and giving supervision to committee activities.
- Emphasize need to support committee chairs.
- Emphasize programming for club meetings.

Duties of club secretary

- Review specific duties as outlined in the planner and as determined by club.
- Discuss importance of maintaining efficient records.
- Encourage Key Club magazine submissions.

Duties of club treasurer

- Review specific duties as outlined in the planner and as determined by club.
- Encourage prompt payment of Key Club International and district dues. Key Club International dues are payable on October 1. Dues are delinquent after December 1.
- District dues vary in amounts but may not exceed the maximum amount allowed by Key Club International dues per year.

Duties of additional officers

- Review duties as determined by club.

Duties of club directors

- Review specific duties as outlined in the planner and as determined by club.
- Discuss preparation of annual club budget.

G. Committees

- Develop plans for regular committee meetings.
- Become familiar with past activities of the club.
- Clear all projects with the board of directors.
- Use sub-committees to supervise various projects.
- Keep club advised of each committee's plans and activities.

Review specific committee duties

- Kiwanis Family Relations Committee
- Program Committee
- Project Committee
- Public Relations Committee
- Social Committee
- Membership Development Committee

- Major Emphasis Committee
- Additional committees

H. SMART goal setting

- Setting SMART goals: **S**pecific | **M**easurable | **A**chievable | **R**ealistic | **T**imely

Club SMART Goals:

- Use the SMART goal worksheet.
- Focus on membership recruitment and retention.

I. More planning

The following are items for additional discussion and planning:

- Club calendar: Based on your club assessment and goals, set your yearlong calendar of events.
- Development of plans for annual joint Kiwanis-Key Club meeting involving all members of both clubs.
- 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 and available online at www.keyclub.org/convention.)
- 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 office or the Kiwanis district administrator.)

J. Closing activity

- Select a closing team-building activity, or simply have members share what they are most looking forward to this year in office.

K. Wrap up

- Have a shared vision. When everyone is supportive of the club goals, they are more likely to be achieved.
 - Type up all club goals.
 - Share with club at first available meeting.
 - Additionally share a copy of the club goals with the sponsoring Kiwanis club, principal/school administrator and division lieutenant governor.
- Support club officers' personal goals.
 - Collect officers' goals.
 - Make three copies of each goal.
 - Give one copy to the club officer, one to the club president, and one to the club vice president.
- Remember to send thank-you cards as needed.

a Kiwanis-family member

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Revised 12/13