



Duties of the club president

As your club's chief executive officer, you will be planning, organizing and leading your club. Most members will help you succeed if their tasks and expectations are clearly defined and reasonable, and if the members are interested in what the club's doing. Remember: Planning and preparation count, and enthusiasm is contagious.

Duties and responsibilities

- **Appointing and delegating:** Take great care in appointing committee chairs and delegating tasks. After appointing people to perform tasks, it is your responsibility to ensure that the tasks are done correctly and completely.
- **Attending:** As an ex-officio member, you must attend as many committee meetings as possible, but it's not your job to run the meetings. You are a significant role model, so your 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.
- **Communicating:** Send updates to your division's lieutenant governor, and share any important district information with your club members.
- **Evaluating:** Ongoing analysis of club meetings and projects leads to a better club. Use feedback from your advisors, members and board to develop ways to improve meetings, projects and attendance.
- **Goal setting for results:** Goals must be clear and attainable. In the end, your satisfaction will come from your club's activities and improvements during the year.
- **Monitoring:** Continuously monitor the club's progress toward its goals and the activities and responsibilities of all officers and committee leaders.
- **Motivating:** Make sure your club is welcoming and open to members' concerns. Follow up, congratulate and listen.
- **Presiding:** Make certain that each club and board meeting is well planned and organized. Meetings should flow smoothly, end on time and include at least a small amount of fellowship time. You are responsible for setting the agenda and preparing the vice president to lead if you're absent.
- **Problem solving:** Show that you are concerned about your club and willing to help. Seek input and explore alternatives before making important decisions.
- **Recruiting and retaining:** Make certain all members are active and involved throughout the year. New membership is what makes a club last in the long run. Host a yearlong membership campaign with weekly and monthly goals. Help new members understand what Key Club is before induction and make sure they're actively involved after officially becoming members.
- **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 to be your club's next chief officer. Encourage members to run for positions. Be very observant of those you think can do well with certain positions 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 weekly Key Club meeting.
- Create and follow an agenda for your weekly meeting.
- Keep officers on task and provide assistance so committees run smoothly.
- Lead all club members in a well-rounded program of activities and projects.
- Ensure that issues with delinquent members are handled properly, discretely and professionally.
- Meet with your faculty advisor to discuss current club issues.
- Ensure that at least two members from your club are attending each Kiwanis meeting (if possible).
- Attend as many Kiwanis meetings as possible.
- Make sure that each officer is aiding the committee to which he or 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 meeting with your club's board of directors.
- Work with committee chairs on their proposed projects for the coming month.
- Make sure all monthly reports are submitted on time.
- Communicate with the student council and school administration.
- Make a list of the coming month's activities and post it so members are in the loop.
- Organize or participate in interclubs.

Annual duties

- Work toward an increase in membership from the previous year.
- Receive help and information from the past president.
- Review all Key Club educational materials.
- Become knowledgeable of parliamentary procedure.
- Establish good Kiwanis-family relations with your sponsoring Kiwanis club and any other local branches of the Kiwanis family.
- Review your membership roster and set up committees.
- Conduct elections for class directors and representatives.
- Plan over the summer so that projects can be started shortly after school begins, if not sooner.
- Designate a public relations committee chair to send updates about your club's activities to your district editor and to the Key Club magazine editor at Kiwanis International.
- Verify that each member paid his or her dues to both your district and Key Club International and received a membership card and member handbook in return.
- Work with the club secretary to file your club's annual and monthly reports.
- Conduct elections and training for new officers. Elections should be scheduled in February so that new officers can be trained at your district's annual convention in the spring.

- Assist the new club president in every way possible.
- Send delegates to the Key Club International convention and your district's annual convention.
- Try to increase the number of members that attend the Key Club International and district conventions.
- 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 freshman class to join you in service.

a Kiwanis-family member

keyclub.org

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