



Duties of the club vice president

Your role as vice president is an important one. A club president might not be able to carry out the duties of his or her office for various reasons. A well-organized and properly operating Key Club should have a properly trained vice president who is prepared to help out in the absence of the president.

The main duty of the vice president is to assist the president and other club officers in completing their duties. It is also the vice president's job to effectively contribute to the club's operations. To do this, you must be involved with the work that other club officers are doing and understand the policies of the club.

Weekly duties

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help edit a club newsletter. Collaborate with the club editor or webmaster (or equivalent if the club has such an officer) to publish it.
- Attend all club meetings.
- Work with the club secretary to make sure that attendance is taken at every meeting.
- Assist the president in every way.
- Watch over the committee system and assist committee chairs.
- Attend all meetings of the project committee as a counselor and ex-officio member.

Monthly duties

- Attend monthly committee meetings as an ex-officio member and advisor.
- Collect all of the committees' monthly reports and submit them to the secretary.
- Attend the club's board of directors meetings.
- Make sure the club secretary and treasurer mailed in the club's monthly reports to the necessary officers and advisors.

Annual duties

- Become thoroughly acquainted with the president's duties so you can assist the president.
- Receive all materials and possible help from the past vice president of your club.
- Talk to prospective Key Club members and help them decide whether or not to join.
- Work with club secretary and treasurer to ensure member roster and dues are mailed by the appropriate dates.
- Conduct an educational program for new members.
- Work with the new vice president and help him or her prepare to take over your job next year.

Review the portion of the Key Club leadership planner dedicated to the club president and the other Key Club officers. You, as vice president, are as responsible as the president in executing the president's functions and duties properly. That means you must know Key Club inside and out, including the duties of each officer and committee member, and be able to lead your club.

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