



## Duties of the Club President

As your club's president, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. 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, it is your responsibility to ensure that the task is done correctly and completely.
- Attending- as an ex-officio member, you must attend as many committee meetings as possible, but it is 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.
- Evaluating- on-going analysis of club meetings and operation leads to continuous improvement in the club. Take 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 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 experiences fellowship. You are responsible for agenda setting and for preparing the vice-president to preside in your absence.
- Problem solving- make it apparent 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 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.

Communicate with your division's Lieutenant Governor and update your club on pertinent information about your District.

## **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 on task and provide assistance for committees to run smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are handled properly.
- Meet with your faculty advisor to discuss agenda points and current club issues.
- Ensure that at least two members from your club are attending each Kiwanis meeting.
- 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.
- Communicate with the student council and school administration.
- Make a list of the coming month's activities and post it so members are aware of the schedule.
- 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.
- 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 K-Family.
- Review your membership roster and form committees.
- Conduct elections for class directors and representatives.
- Plan service over the summer so that projects can be started 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 the Key Club magazine.
- Verify 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 confirm that they learn about their respective offices. Elections should be scheduled in February so that they officers can be trained at your District's annual convention.
- Assist the new president in every way possible as they learn about the duties of the highest club 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 to join you in service.