

Florida District of Key Club International

KEY CLUB DISTRICT ADMINISTRATOR

Position Description

Title:	Key Club Administrator
Date Prepared:	March 2009
Committee:	Key Club
Reports to:	Florida District Governor

Position Summary:

The Key Club District Administrator is appointed by the Florida District Governor and reports directly to the Florida Governor as a District Chairperson. As a vital component of the Kiwanis family, you are responsible for providing quality and efficient leadership to, and administration of, the Florida District Key Club organization, and the Florida District Key Club Committee. A significant contribution of time and personal resources are required. The Florida District Administrator is appointed to serve a one-year term, from one Key Club District Convention to the next, or until such time as a successor has been appointed. The Key Club Florida District Administrator may be reappointed, at the discretion of the Florida District Governor. (Portions of this Job Description are directed by Kiwanis International Board Procedures, pages 129-140 of Administrative Manual for Kiwanis Leaders).

Position Responsibilities:

Florida District of Kiwanis:

1. Work closely with the Florida District Governor, Governor-Elect, Executive Director, and other Florida District leadership to administer the Key Club District Organization.
2. Serve as Chairperson of the District Committee on Key Club
3. Work with the Key Club Board to prepare the Florida District Key Club budget. Tentative budgets are to be prepared by January 31 for the following year. The budget is to be finalized at the Summer Meeting of the Key Club Board.
4. Work closely with Kiwanis Executive Officers to train a successor appointed by the Kiwanis Governor-elect. Identify two people who are capable and willing to step in and fulfill your responsibilities in case of an emergency or resignation.
5. Oversee and supervise the operational and special budgets of Key Club, making deposits and disbursements as required. When transactions occur, completed financial records are to be forwarded to the Kiwanis Foundation office at the end of each month. These records, including line item accounting, must reach the Kiwanis office no later than the 10th day of the succeeding month.
6. Secure approval of the Key Club Board, the Florida Kiwanis Foundation Board, and the Kiwanis Executive Board to use reserve funds to make any purchases not budgeted.
7. Serve as the primary liaison between the Florida District of Key Club and the Florida District of Kiwanis.
8. Assist the Key Club District Treasurer and Finance Committee in financial planning and reporting.
9. Attend the Florida District Kiwanis Convention, Midyear Conference, and other meetings/conferences as appropriate and as invited.

Florida District of Key Club International

10. Promote the Key Club program throughout the Florida District through articles, mailings, and presentations.
11. Request from the Kiwanis Governor prior approval for travel outside of the District that is not included in this job description and/or is not budgeted by the Florida District of Key Club.
12. Inform the Kiwanis Governor of any situations which could be potential problems to Kiwanis.
13. Recognize that all meeting contracts and/or contractual financial commitments must be reviewed and signed by the Executive Director of the Florida District of Kiwanis.
14. Work closely with the Florida Kiwanis Foundation Executive Director to adhere to deadlines and requirements for grants and budgeted funds coordinated by the Foundation.
15. Attend District Chair Training May 30, 2009.
16. Attend International Annual Trainings to receive new or additional training and to network with other administrators throughout Key Club International.
17. Cooperate with the Key Club Financial Counselor appointed by the Governor.
18. Cooperate with the District Committee for K-Family Club Building to identify areas where Key Clubs should be built and the District Committee for K-Family Assimilation to encourage Key Club members to join CKI and Kiwanis upon high school graduation.

Kiwanis International Committee of District Administrators:

1. Serve as a member of the team of Key Club District Administrators, attending and participating in the Mid-Year meeting for administrators, Governors-Administrators Training Conference, and the Key Club International Convention. Provide input and support for the Key Club International organization through the Committee and the International Office.
2. If appointed by the Kiwanis International President, serve as a member of the Kiwanis International Committee of District Administrators.

Florida District Key Club:

1. Guide, counsel, and advise the Key Club District Board and officers.
2. Coordinate the training of the Key Club District Board and officers at the District Leadership Training Conference.
3. Assist Kiwanis clubs, public and private sector high schools, and the Key Club District officers in strengthening existing clubs and building new clubs.
4. Assist the Key Club District officers in developing effective strategies for membership recruitment, development, and retention.
5. Assist the District officers in educating club leaders and members regarding the Kiwanis family, service, and club leadership.
6. Oversee the management of Key Club District finances, consistent with policies and procedures of Key Club International and the Florida District, including Kiwanis Board approval and Florida Kiwanis Foundation Board approval of the annual budgets.
7. Oversee the administrative operations of the Key Club District, including the web site, publications, travel management, and outreach programs.
8. Serve as an ex-officio (non-voting) member of the Key Club District Board.
9. Ensure the planning and execution of all Key Club District Board meetings, conferences, and conventions.
10. Appoint committees to review and select nominees for various scholarships and other Key Club recognition programs.
11. Attend club meetings and division council meetings as invited and as possible.
12. When possible, arrange for the rooming at Key Club functions that does not usually include rooming students with adults.

Florida District of Key Club International



Other Information:

The Florida District Administrator will work closely with the Florida Key Club District Governor, communicating on a weekly basis. The District Administrator should establish a close, yet professional, working relationship with Florida Key Club District leaders. This individual may also serve as an advisor to club officers, advisors, and members on issues related to Key Club service, leadership development, and club administration.

Recommended Qualifications:

Educational Requirements:

- A college degree is preferred

Experiential Requirements:

- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Experience in high school student activities or leadership development
- Financial planning and budgeting

Skills Requirements:

- Computer Proficiency
- Internet and email access

Other Requirements:

- Kiwanis Club Member in good standing and willingness to serve
- Previous experience as a Key Club advisor or leader
- Domestic travel
- Weekend and evening involvement