



## Duties of the Club Vice President

Your role as vice president is an important one. Sometimes it happens that the Key Club president is prevented from carrying out the duties of his/her office for various reasons. A well organized and properly operating Key Club should have a properly trained vice president who is prepared to administer the Key Club 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 effectively, you must be involved with the work 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. See that a weekly club newsletter is produced in conjunction with the club editor, webmaster, or equivalent if the club has such an officer.
- Attend all club meetings.
- Make sure that attendance is taken at every meeting in conjunction with the club secretary.
- 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 the monthly meetings of the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the secretary.
- Attend the club's board of directors meetings.
- Make sure the club secretary and the club 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 members of the Key Club, 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/her prepare to take over your job next year.

Review the portion of the Key Club 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, the duties of each officer and member, and be able to lead your club with the other officers and members.

a Kiwanis-family member

[keyclub.org](http://keyclub.org)

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA  
1-317-875-8755 • US AND CANADA: 1-800-KIWANIS • E-Mail: [keyclub@kiwanis.org](mailto:keyclub@kiwanis.org)