

The recognized officers of each Key Club are the president, vice president, secretary, treasurer, editor and one director from each class. These officers make up the club's board of directors and have duties that are outlined in the club bylaws. All officers should be active club members in good standing.

TIPS FOR ELECTIONS

Create an election committee to oversee the process, create ballots, etc. The election committee might include the outgoing president and one member from each class. If possible, to avoid bias, members of this committee should not be running for office.

The outgoing president should not vote in the elections; however, in case of a tie, this person serves as the final vote.

RECOMMENDED ELECTION PROCESS

Clubs can run their elections based on their needs and the standards set in club bylaws and by the school principal or organization director. Adapt the following recommended election process as necessary. For a fair election process, plan to take these steps during a series of consecutive meetings. Elections usually take place in February.

Meeting 1: Election education

- Have the election committee announce elections for the upcoming school year and explain the process.
- Explain responsibilities for each office or conduct a training session on club officer duties.

Meeting 2: Candidates present platform

- Allow nominations/volunteers for each officer position.
- Allow candidates for each office to present their platform and campaign.

Meeting 3: Candidates speak and members vote

- Allow each candidate to speak to the club.
- Conduct elections by secret ballot.
- For clubs meeting online, secret ballots can be texted or emailed to your advisor or current president, who counts them and announces results. For an in-person meeting, election committee members, with an advisor present, count ballots and announce results.
- Provide sponsoring Kiwanis club, school/site administration and Key Club lieutenant governor with election results.

Meeting 4: Elect class representatives (to be done at the first meeting of the new school year)

- Club directors should be elected from and by the classes they represent. They serve for one year or until their successors are elected.

CLUB OFFICERS

Each Key Club is led by a student board. The club president, vice president, secretary, treasurer, editor and class directors comprise the board. These club officers are elected by their fellow club members at a meeting in February. Elected officers then observe and train under current club officers until taking office in May.

Club officer positions and their responsibilities are listed below. Additionally, a class director from each grade level will be elected at the first meeting of the new school year. There are several ways to discuss position duties:

- Ask current officers to talk about their position and duties.
- Share the write-up below with members.
- Have members guess the responsibilities of each position and then use the information below to fill in any blanks.

President

- Establishes enthusiasm, support and open communication within the club.
- Ensures all club and board meetings are effectively planned and executed.
- Develops relationships with school administrators, faculty advisors and Kiwanis clubs.
- Manages the club election process.
- Defines roles, club expectations and specific projects for committee chairs and other special appointments.
- Creates strategies, conducts evaluations and sets goals aimed at continuous club improvement.
- Includes all club members and makes them feel involved, educated and excited about their membership.
- Makes sure all officers, board members and committee chairs are educated about their roles and responsibilities.
- Develops membership recruitment goals throughout the year and helps new members become actively involved.

Vice president

- Learns and helps with the president's duties and fills in or takes over as necessary.
- Oversees the committee system, ensuring that committees meet monthly and work on club goals.
- Conducts a new-member education program.
- Supports other officers and their responsibilities.
- Works with the president to invite and coordinate special guests and speakers for club meetings and events.

Secretary

- Takes minutes at club and board meetings.

- Maintains all records, files and details that are important for the club's operation.
- Reviews the club's roster on the Membership Update Center and ensures that all dues-paying members are listed as active.
- Prepares the board of directors meeting agenda with the president.
- Collects and submits monthly committee reports.
- Keeps attendance records at meetings.
- Coordinates all club correspondence.
- Updates all club contact information for use by the lieutenant governor and district administrator.

Treasurer

- Controls the club's money and its collection and disbursement.
- Ensures proper procedures and meets deadlines for collecting and submitting dues and updating membership rosters.
- Prepares the budget and financial report to be presented for board approval.
- Sends registration fees for the district and Key Club International convention to the appropriate addresses.

Club editor

- Informs club members and the public about the club's service projects. Makes public service announcements, creates media releases, contacts local media and sends articles to local newspapers.
- Is proficient in and follows Key Club brand guidelines. More information on brand guidelines can be found at keyclub.org/brandguide.
- Ensures the district publication is distributed to members.
- Completes and submits a mayoral proclamation in honor of Key Club Week.
- Develops membership recruitment materials for club growth efforts.
- Writes and sends articles to the district publication

Webmaster

- Manages online content for the club (i.e., social media and websites).
- Coordinates schedule for social media content.
- Promotes work of club members.
- Maintains online calendar of events.
- Monitors the internet for information relevant to club members.
- Posts meeting agendas and minutes for member access.
- Reviews data/analytics about social media posts.
- Publishes monthly blog (optional).

Class director

- Gathers member suggestions for club development.
- Makes sure the class knows they have a voice in Key Club activities.
- Provides input to the board on behalf of their class.
- Recruits new members from the class by publicizing Key Club and bringing potential new members to meetings.

- Trains the new class director if possible.