

CLUB OFFICER ELECTIONS

Key Club procedures call for a club officer election in February each year. This allows time for new officers to work with retiring officers during the remainder of the school year. Over the course of this year, many clubs are meeting in different ways or not meeting at all. Due to this, the timing of club officer elections might vary this year. For more guidance on the timing of officer elections, please consult with your student activities office and your principal.

1. Welcome

- a. Introductions and icebreakers.
 - i. Introduce officers.
 - ii. Introduce advisor.
- b. Introduce guests — [include icebreakers](#).

2. Old business

- a. List all outstanding club projects from the last few months — what has been completed? What is still outstanding on any projects?
- b. Review project assignments and make sure every member is involved. Include guests as well.

3. Club officer elections

- a. For guidance on election procedures, view the Key Club [officer elections worksheet](#).
- b. View these two videos to help prepare for club elections and virtual elections.
 - i. [How to conduct club elections](#).
 - ii. [How to conduct virtual elections](#).
- c. Club officers and advisor should set an election schedule that allows sufficient time for all members to participate.

4. New club officer training

- a. Check out these Key Club resources for newly elected officers.
 - i. [Officer toolkit](#).
 - ii. [Guides for each officer position](#).
- b. Visit [Key Club International's YouTube channel](#) and other club or district channels for election videos and recorded workshops. Search a position such as "[Key Club president](#)" to find helpful videos and tools.

5. Home project

- a. Refer to the open projects review from earlier in the meeting — review assignments.
- b. Work with newly elected officers to access training resources. Plan a time for each officer, both old and new, to talk before the next club meeting.
- c. Save time for project committees to schedule meetings.

6. What's next

- a. Awards and contests — Key Club recognizes excellent clubs and club officers. To nominate a club or officer for Key Club 2020-21 awards and contests, visit Key Club International's [distinguished officer nominations page](#) for district level awards and [contests and awards entry forms page](#) for club contests.

- b. Leadership development — Key Club International is introducing the [Global Leadership Certificate pilot program](#) for active members. Be among the first Key Club members to test the Global Leadership Certificate program. Through videos, assessments, resources and activities, you'll learn how to get your voice heard and meet your community's concerns.
 - i. Pilot courses include: Civic engagement, Strategic vs. tactical leadership and Putting your passions into practice.
 - ii. Encourage your Key Club members to sign up for courses and become stronger leaders and changemakers. [Register for the program today.](#)

Usage survey — As we look ahead, we would appreciate your input on the virtual meeting kits. Please [take this survey](#) to give us your feedback and suggest any topics you'd like to see in future kits.

Prepare for your club's future meetings now. Listed below are the topics of virtual meeting kits that will be released every month through May 2021. Keep on serving!

March — School-wide Kindness Campaign.

April — Joint School-Community Final Project.

April — Preview of Year of Service and Planning for 2021-22 School Year.

May — End-of-the-school-year Celebration.