

# KEY CLUB OFFICER DUTIES 2017-2018

## General Officer Duties

Write articles every other month. Attend officer meetings (which occur on opposite weeks of club meetings). Help out with executing club fundraisers and events. You cannot schedule things like appointments or make up tests/quizzes on Thursdays! Exceptions will be made for extenuating circumstances like sickness or necessary tutorials. Officers who fail to fulfill their duties may be removed at any time at the discretion of the President and advisor.

### President:

In charge of overseeing the officers and assisting them in their duties when necessary. Conducts meetings (creates powerpoints) and officer meetings. Is responsible for finding service events with the vice president. Must be able to communicate with local businesses in order to plan profit shares and fundraisers. In charge of hosting our major events (ex. INDIE, Paws & Relax).

[http://www.keyclub.org/Libraries/Governance/Guide\\_KeyClub\\_Duties\\_of\\_club\\_president.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Duties_of_club_president.sflb.ashx)

### Vice President:

In charge of finding service events (at least 2) every month that are easily accessible to members and meet the standards of Key Club. In addition, the VP assists the President in various tasks such as planning and executing fundraisers, and must lead meetings when the president is unavailable. The VP must communicate well with members and relay club information as necessary. They head the operation of membership recruitment with the president.

[http://www.keyclub.org/Libraries/Governance/Guide\\_KeyClub\\_Duties\\_of\\_club\\_vice\\_president.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Duties_of_club_vice_president.sflb.ashx)

### Secretary:

In charge of compiling and sending the monthly report to the District: writes meeting minutes for both club and officer meetings, activity sheets with hour counts and event descriptions. The monthly report is the most important thing that represents our clubs performance and helps us win awards at DCON. The report **must** be sent before the 5th of every month; excessive late submissions will result in the removal and replacement of the secretary. They keep track of meeting attendance (and excused absences) and social attendance. Responsible for completing member registration with treasurers.

[http://www.keyclub.org/Libraries/Governance/Guide\\_KeyClub\\_Duties\\_of\\_club\\_secretary.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Duties_of_club_secretary.sflb.ashx)

**Treasurer:**

In charge of keeping track of club funds by both counting money and writing a budget statement. They assist the secretaries in member registration and DCON registration. They help organize fundraisers and contact local businesses for profit shares. The treasurer creates a dues form where members can fill out their info and turn in money. The treasurer **must** have dues submitted and processed by district **before** November 1st

[http://www.keyclub.org/Libraries/Governance/Guide\\_KeyClub\\_Duties\\_of\\_club\\_treasurer.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Duties_of_club_treasurer.sflb.ashx)

**Editor:**

In charge of collecting articles from the designated members and officers each month. Responsible for creating the monthly newsletter, **and** sending it to the District Editor as well as our historian so they can post it on the website. Additionally, they are in charge of publicizing the club, which includes posting flyers in the school, contacting local news outlets, and creating cafeteria banners for events.

[http://www.keyclub.org/Libraries/Governance/Guide\\_KeyClub\\_Duties\\_of\\_club\\_editor.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Duties_of_club_editor.sflb.ashx)

**Historian:**

In charge of taking photos at club happenings (volunteer events, socials, meetings) and uploading them to Facebook or forwarding them to our webmaster; they are responsible for sending photos to the District Editor and Lieutenant Governor every month. The historian creates the club scrapbook that will compete at DCON. Additionally, historians are responsible for maintaining our club's social media accounts. They are also responsible for decorating our Key Club bulletin board and monthly calendar. You're in charge of maintaining the club website, including uploading all club photos, meeting powerpoints, and newsletters; adding events to each month's page; creating sign-up genius pages; updating our club's Google calendar. Additionally they make sure to post weekly updates on club events to the Facebook group.

[http://www.keyclub.org/Libraries/Governance/Guide\\_KeyClub\\_Duties\\_of\\_club\\_editor.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Duties_of_club_editor.sflb.ashx)

**Grade Representative:**

Must attend volunteer events in order to help verify hours and oversee our members to maintain the integrity and reputation of our club in the community. Responsible for printing the sign in sheets before the meeting, and stand by the door to sign people in. Failure to do this (missing meetings excessively) will reflect poorly on your position and could lead to your removal. You should actively help and answer any questions from the people in your grade.

[http://www.keyclub.org/Libraries/Governance/Guide\\_KeyClub\\_Duties\\_of\\_club\\_class\\_director.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Duties_of_club_class_director.sflb.ashx)