

KEY CLUB OFFICER RESPONSIBILITIES

PRESIDENT

- Conduct and preside over bi-weekly Key Club meetings (morning and afternoon)
- Keep officers and committees running smoothly
- Make a list of the coming month's activities and post it; Attend many planned activities
- Stay in constant contact with the advisor and communication with officers
- Be cheerful and uplifting; encouraging or officers and members. Take initiative.
- Attend planned activities & bi-weekly planning meetings after school or before school before the Thurs. meetings.

VICE PRESIDENT

- Preside over weekly club meetings in the absence of the president, but still be at every meeting
- Make sure that attendance is taken at every meeting; Attend many planned activities
- In charge of sign-up sheets and getting participation for activities
- Stay in constant contact with the president and communication with officers and club members. Take initiative.
- Attend planned activities & bi-weekly planning meetings after school or before school before the Thurs. meetings.

SECRETARY

- Must be organized and keep club information binder up to date; handle club records, email meeting minutes to advisor
- Create a roster of the names of all the members; update Kiwanis International membership website
- Be in constant contact with the vice president and communication with other officers and club members
- Inform members of hours they have/have not accumulated; keep a Google doc of membership. Take initiative.
- Attend planned activities & bi-weekly planning meetings after school or before school before the Thurs. meetings.

TREASURER

- Collect members dues; Issue receipts; Make deposits
- Handle Craft Show vendor applications with advisor and make receipts and deposits
- Write receipts and make sure that the members know when they have or haven't paid something (keep a spreadsheet)
- Keep the club budget forms up-to-date
- Be in constant contact with the vice president and communication with other officers and club members
- Inform members of hours they have/have not accumulated. Take initiative.
- Attend planned activities & bi-weekly planning meetings after school or before school before the Thurs. meetings.

PUBLICITY OFFICER

- Write/Design informational materials
- Publicize club and all planned events - radio, newspapers, school announcements, district office
- Make a monthly newsletter that can be given out to members about upcoming events
- Notify member of meetings through REMIND. Take initiative.
- Communicate with community organizations requesting Key Club participation
- Attend planned activities & bi-weekly planning meetings after school or before school before the Thurs. meetings.