

# Montana District of Key Club Faculty & Kiwanis Adviser Guide



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**Welcome! Thank you for stepping up and taking on the task of Faculty or Kiwanis Advisor for the Key Club at your school. You will have an amazing experience. As you begin your tenure as a Montana District Key Club Faculty or Kiwanis Advisor, please use this manual as a general overview. Please take the time to read the document as it will answer many questions you may already have and some you may not even have thought of yet.**

**Contact information to answer any questions you may have:**

**Co-District Administrator Montana Key Club:**

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**Key Club International Office**

3636 Woodview Trace  
Indianapolis, IN 46268 USA

1-800-549-2647 U.S.  
Website: keyclub.org  
Email: keyclub@kiwanis.org

**Also, feel free to contact the Kiwanis Club that sponsors your Key Club. They should have a wealth of information for you should you have any questions or concerns. The administrators and area advisors are looking forward to working with you.  
We know you are going to have a great year.**

**INTRODUCTION**

The purpose of this manual is to inform and help you, the Advisors, in your duties with Key Club. We hope that you will find helpful suggestions on the following pages that will help to explain your role in the Key Club organization. Explanations of functions, relationships, and responsibilities are among the suggestions that follow. They include not only your responsibilities to your Key Club, but to your high school administration and Kiwanis Club. Each successful Key Club will have two Advisors, a Faculty Advisor and a Kiwanis Advisor. Each advisor plays a very important role in the success of the Key Club and the role it plays in the community. You have assumed an important responsibility – you will be called upon for your time – your energy – your enthusiasm – and maybe even your money. “What do I get from all this?” you may ask. You get the knowledge that you have helped to develop the leadership skills and character of many young men and women. You have helped them build themselves and others. You will get the thanks of many Key Club members with whom you have worked. Also, you get a wonderful experience and feeling that will live with you for a long time.

**Vision:**

To develop competent, capable, and caring leaders through the vehicle of service

**Core Values:**

The core values of Key Club International are:

leadership, character building, caring, and inclusiveness.

**Key Club Pledge**

I pledge on my honor to uphold the objects of Key Club International; to build my home, school, and community; to serve my nation and God; and combat all forces which tend to undermine these institutions.

**Key Club Motto**

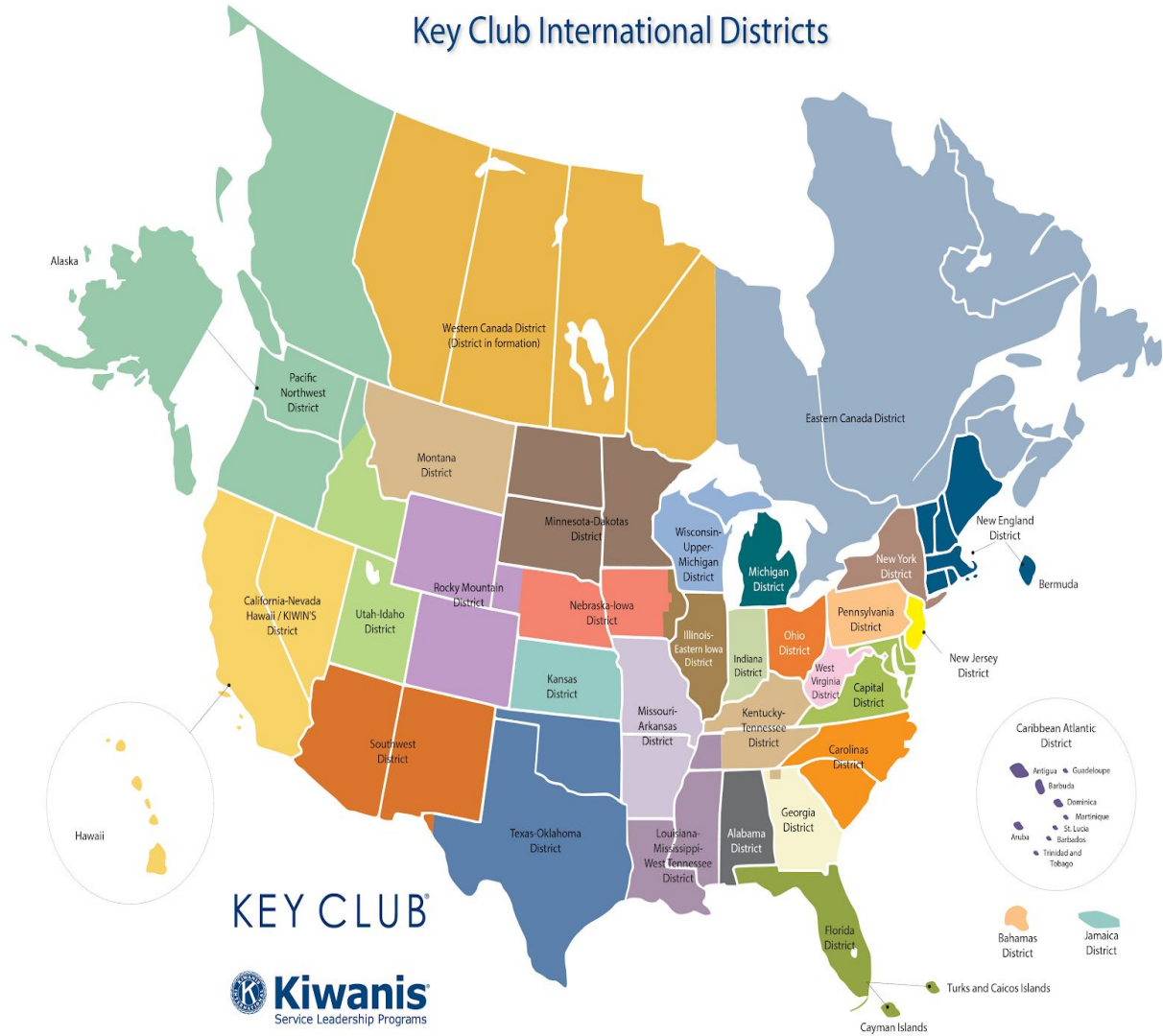
The Key Club Motto is “Caring—Our Way of Life.”

Throughout Key Club’s work in the home, school, and community, Key Club members have learned that their organization is built around the concept of caring. With this concept as the foundation of the organization, Key Club will continue to be an effective and contributing organization in our schools and communities.

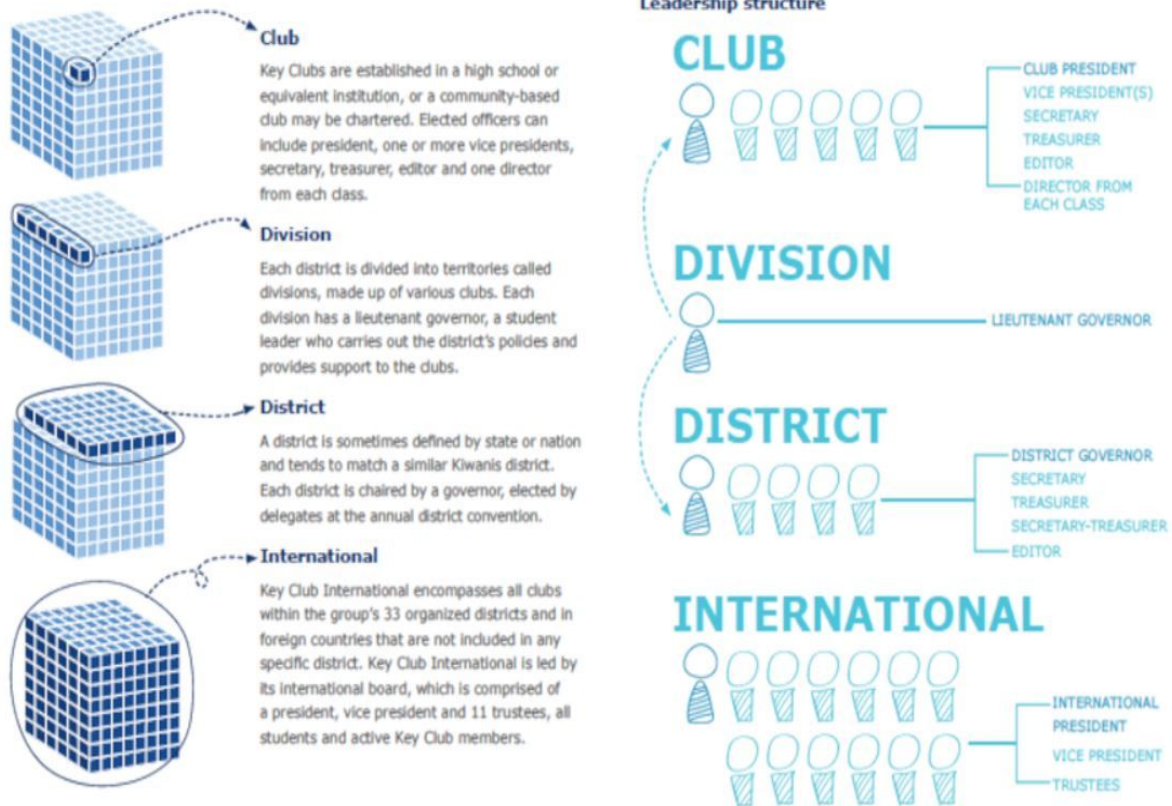
**Objects of Key Club International:**

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
  - To give primacy to the human and spiritual rather than to the material values of life.
  - To encourage the daily living of the Golden Rule in all human relationships.
  - To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
  - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
  - To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.
  - To cooperate in creating and maintaining that sound public opinion and high idealism which will make possible the increase of righteousness, justice, patriotism, and goodwill

# Districts of Key Club International



## Leadership Structure of Key Club International



### INTERNATIONAL

Key Club is an international organization that exists in the US, Canada and 31 other countries. The Key Club International board consists of an International President, International Vice President, and 11 trustees. A trustee serves as the liaison for 3 districts.

### DISTRICT

Key Club Int'l is divided into 33 districts. We are the Mighty Montana District. There are over 1,000 members in over 38 clubs!

### DISTRICT BOARD

The District Board is made up of the executive board, appointed members, and a Lieutenant Governor from each division within the district. The divisions roughly cover the same area as the Kiwanis divisions. The District Board is monitored and guided by the District Administrator, the Assistant Administrators, and the Kiwanis Governor.

### EXECUTIVE BOARD

District Governor  
Secretary-Treasurer  
Sergeant at Arms

### APPOINTED BOARD

District Webmaster  
Bulletin Editor  
Convention Chair

## **Montana District Key Club Divisions**

### **Division 1:**

- Frenchtown
- Missoula Sentinel
- Missoula Hellgate
- Missoula Big Sky
- Loyola-Sacred Heart
- Florence
- Stevensville
- Hamilton

**Division 2:** Dissolved in conjunction with Kiwanis divisions

### **Division 3:**

- Butte High
- Butte Central
- Anaconda
- Dillon

### **Division 4:**

- Billings Senior
- Billings Skyview
- Billings West
- Columbus
- Shepherd

### **Division 5:**

- Miles City
- Glendive
- Sydney
- Terry

### **Division 6:**

- Bozeman
- Belgrade
- Lewistown
- Harlowton

### **Division 7:**

- Havre
- Malta
- Glasgow
- Shelby

### **Division 8:**

- Eureka
- Polson
- Whitefish
- Columbia Falls

### **Division 9:**

- Helena High
- Helena Capital
- Great Falls High
- CMR High
- GF Central Catholic

## **RESPONSIBILITIES OF THE FACULTY ADVISOR**

**I. To the School and Principal** - Make certain that all Key Club projects and fundraising activities are acceptable to the school and align with school policies. Be certain that Key Club Bylaws keep with school regulations for student organizations. Ensure that the financial records of the Key Club are kept in agreement with standard procedure for student groups at the school. Maintain a relationship with other group advisers for possible joint service projects to promote cooperation. Seek to bring a “Key Club understanding” to all the administration and faculty.

**II. To the Key Club Membership** – Try to attend all regular membership meetings and board meetings. Help the Key Club locate a meeting room for club and board meetings. Help recruit members for the club through contacts with other members of the faculty and student body. Help get publicity for Key Club in school publications. Seek ideas and suggestions for Key Club service projects from the faculty, the administration, and other groups.

**III. To the Sponsoring Kiwanis Club** – Discuss Key Club problems with the Kiwanis sponsor on a monthly basis. Reach a mutual understanding with the Kiwanis sponsor regarding proper sharing of responsibility for guidance, training, and supervision. The most important guide to the operation of a Key Club is the Key Club Guidebook. This booklet contains details of club organization, duties of officers, and many suggestions on how to have an effective club. You can download a copy of this Key Club Guidebook from [www.keyclub.org](http://www.keyclub.org). Do not do what the Key Club members should do for themselves. Become a part of the Kiwanis family. Become interested in Key Club and Kiwanis. There is a definite correlation between good Key Clubbing and good adult counseling.

**IV. YOU AND THE PRINCIPAL** – It should be clearly understood and noted that the Key Club functions, always, under the supervision of the school administration. The help of Kiwanis is limited or expanded as much as the principal thinks necessary. You have been appointed by the principal; you are the official representative of your school, and the liaison between the Key Club, the principal, and the Kiwanis Club. It is your duty to keep all informed about club activities. You should attend all meetings of the club and inform Key Club members on their activities as they affect school policy and regulations. And, you should assume as much of the club counseling as you feel is necessary. The remainder of such work is the responsibility of the Kiwanis sponsor.



## **RESPONSIBILITIES OF THE KIWANIS ADVISER**

Each Kiwanis club sponsoring a Key Club must have a Key Club advisor. Ideally, the Kiwanis club will have a Key Club committee and the advisor would be responsible for the successful operation of the Key Club. The Kiwanis advisor supports youth club members and the faculty advisor in all their endeavors and also serves as the liaison between the sponsoring Kiwanis club, the youth club's faculty advisor and school administrators. The role of the Kiwanis advisor is important to the sponsoring Kiwanis club but also to the total operation of the Key Club.

### **I. Responsibilities to the school and faculty advisor:**

- Ensure there's open communication with the faculty advisor and regular meetings to discuss the plans and problems of the Key Club.
- Determine a mutual understanding of shared responsibilities for guiding, training and supervising the club.
- Support the faculty advisor in being an advocate for the Key Club at the school and with the school administration and faculty.

### **II. Responsibilities to the Key Club membership:**

- Attend all regular and board meetings, and as many Key Club-sponsored service projects and events as possible.
- Seek ideas and suggestions for Key Club service projects from the community and the Kiwanis club.
- Help maintain order as needed.
- Invite and encourage Key Club members to attend Kiwanis club meetings and events.

### **III. Responsibilities to the sponsoring Kiwanis club:**

- Report to the Kiwanis club all the successes and needs of the Key Club.
- Annually review with the entire Kiwanis club the 10 steps of sponsorship to Key Club. These 10 steps can be found at [kiwanisone.org/sponsors](http://kiwanisone.org/sponsors).
- Maintain a clear criminal history and provide background check to Kiwanis club.
- Ensure all Kiwanis members who'll be working with Key Club members understand the Kiwanis Youth Protection Guidelines, listed on pages 58-60.
- Encourage Kiwanians to get involved and support the Key Club events.

### **SHARED ADVISOR RESPONSIBILITIES**

- Ensure the Key Club meets regularly—ideally, once a week.
- Oversee that the club follows the both international and district bylaws of Key Club.
- Encourage club members to stand up and express their ideas and opinions.
- Assist in sending club members to district and Key Club International conventions.
- Work with the club secretary and treasurer to pay dues to Key Club International and the district in a timely manner. While it is the responsibility of the club leaders to handle dues, the advisors should oversee that it is completed. For more information on how to pay dues, see page 42.
- Support the club in sending delegates to both Key Club International and district conventions, as well as leadership opportunities, such as Key Leader.
- Confirm with the Key Club secretary that all members who have paid dues have been entered in the Membership Update Center and are active on the club’s roster.

***\*If your Key Club is not sponsored by a Kiwanis club, there will not be a Kiwanis club or Kiwanis advisor to fill these responsibilities. The faculty advisor may want to partner with another person within the school, organization or community to serve as a co-advisor.***

### **RESPONSIBILITIES OF THE DISTRICT ADMINISTRATOR**

The district administrator is a Kiwanis member appointed by the Kiwanis district leadership to oversee the activities of the Key Clubs within the district and the Key Club district board of officers. This Kiwanian is dedicated to the success of the organization and often has several years of experience in this position. Ideally, the district administrator will have the opportunity to meet or at least communicate with each faculty and Kiwanis advisor on an annual basis. The district administrator attends all Key Club district events, and the district leadership training conference or district convention are ideal times to meet and speak with your administrator. The district administrator is a good resource for both the faculty and Kiwanis advisor. Look for your district administrator’s name and address in the Kiwanis International directory or contact the Kiwanis International Office for it.

**For everyone’s benefit, please notify him or her if any of these situations occur:**

- The club appears to be in jeopardy of losing its charter due to low membership, nonpayment of dues or change in the sponsoring Kiwanis club’s relationship with your club.
- Any individual or member is injured during a Key Club-sponsored project or event.
- The faculty advisor is experiencing difficulty communicating with or receiving support from sponsoring Kiwanis club.
- The club or any member is involved in an activity or behavior that violates Key Club Policies and Procedures.
- The lieutenant governor is not communicating with clubs or otherwise seems unresponsive to the club’s requests.

## **Updating advisors**

The Kiwanis advisor, faculty advisor and Key Club secretary of active clubs on record at Kiwanis International for your Key Club may access the Membership Update Center as well as update member information. The Kiwanis advisor may update member information if he/she has a current, clear KCI criminal background check on file. If the faculty advisor name or email needs to be updated, please contact Member Services by email before accessing the Membership Update Center. Email address is [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org). The District Administrator should also be notified of the change. He can also inform Kiwanis International of the change for you, if you wish. The Kiwanis club secretary can update information about your Kiwanis advisor on the Secretary Dashboard in the Kiwanis online club management system, as well. If you have any questions or problems, contact our membership services team.

## **Collecting & Submitting Membership Dues**

Key Club International Dues are \$7 per members.

+ Montana District Dues are \$6.50

**Total membership dues payments is \$13.50 per member**

Key Clubs, in good standing, can use the *Membership Update Center* (Link) to add new members and update records after officer elections. The Key Club, Kiwanis, or faculty advisor should update the club officers at the Membership Update Center after officer elections. Then, the club secretary can follow these steps to update membership and club information.

1. Round up information from each new member, including email addresses and expected year of graduation.
2. Login and update membership records in the *Membership Update Center* (Link) You are only adding new members during this time. Do not graduate or remove any member on your club's roster. Graduation and deletions will be completed in September.
3. Submit payment or print invoice and pay by check. Clubs in good standing have paid their international member dues and district dues for 2016-17

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**Early Bird Dues Deadline: November 1st.**

**Dues Deadline: December 1st.**

## **Instructions for the Membership Update Center**

### **Adding and Editing Your Membership and Paying Dues Step by Step:**

1. On the internet, go to [portalbuzz.com](http://portalbuzz.com)
2. On the Portalbuzz home page, you'll see a button that says login. Click on it.
3. This will take you to the login page. You, as an advisor have already been set up with a login ID. This ID is your email address. Enter that in the Login box.
4. Enter the password for this application in the Password box. If you have not accessed this application before, or if you don't remember the password, click on the Forgot Password button, follow the instructions and a new password will be sent to your email address. When you receive it, enter that in the Password Box.
5. Click the Login button
6. This will take you to the second half of the login procedure. The top box will show your user ID (your email address), and the second box is a drop down box, which has all of the various roles that you may login as (for example I have 3 roles, club secretary, Kiwanis Advisor, and District Administrator). One of these roles should say \_\_ High School (Key Club). Select this role, then click Login.
7. This will take you to a new page. On the left, there is a Home button, and a People button. Click on the People button. This will take you to the administration page for your club.
8. On the left of this page, you will see a button that says Membership Update Center. Click on that button.
9. Near the top, you will see a row of buttons that say Dashboard, Members, Financials. Click on the Members button.
10. This will bring up another row of buttons, Add new Members, Bulk Add Members, and Deletion History. It will also bring up a listing of all members currently of the official roster with Key Club International.
11. You may add new members using either the Add New Members button, or the Bulk Add Members button. The Add New Members button allows you to enter new members one at a time, asking all of the information KCI wants for each new member. The Bulk Add Members allows you to add several members at once, asking only for First Name, Last Name, email, Gender, and Graduation year for each new member. These are the required fields for each member. If you do not have the email address for the student, or do not wish to give it out, you can enter anything that has the form of an email address, such as [JohnDoe@fakeemail.net](mailto:JohnDoe@fakeemail.net).
12. If you wish to delete a person from the roster, scroll down to that person's name and click on the Delete box.
13. When you have the roster complete and correct, click on the Finances button at the top of the page. This will bring up a listing of all invoices for member dues outstanding. Click on an invoice and print it out. You can pay either by check, or by credit card online.

### **Monthly Checklist for Adviser:**

This monthly checklist taken directly from the [\*Key Club International online Adviser Guide \(Adviser Guide Link\)\*](#) will keep you and your club on task throughout the year. Adapt this checklist to meet the needs, culture and schedule of your club and school.

#### **AUGUST:**

- Kiwanis club meeting: Plan for Key Club members to attend their sponsoring Kiwanis club's meeting to introduce themselves and report on how Key Club plans to start the year. This would also be a good time for members to report on any Key Club conventions or events they've attended, particularly if sponsorship was provided.
- Board meeting: Plan for both advisors to attend the first meeting of the club officers. At this meeting, the board will create a budget for the year, including how much fundraising the club will need to do to cover expenses, such as sending members to conventions and other events.
- Advisors guide: This tool is meant to be a helpful resource for you. Refer to it throughout the year as you support your club.
- Club bylaws: Part of the chartering process for a new club is to complete bylaws. A blank copy of the club bylaws can be found online at [keyclub.org](http://keyclub.org).
- District fall events: Is there a Key Leader weekend taking place in your district in the fall? This event is a great opportunity for all Key Club members, especially emerging leaders. Visit [key-leader.org](http://key-leader.org) for a list of dates and locations. Also, find out if your district is having a Key Club fall rally.

#### **SEPTEMBER:**

- New members: With the start of the school year, this is an ideal time to recruit new members. Suggestions for growing your club are on page 47.
- Committee assignments: Assess the members' committee preferences and review the assignments if needed. Suggestions for club committees can be found on page 40.
- Fall mailing: Fall mailing from Key Club International is sent to all clubs in mid September. When you receive the mailing, review and share with the club officers the materials from Key Club International. If you don't receive the fall mailing by the first week of October, please contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).
- Key Club magazine: Members and advisors will be notified by email when it becomes available online.
- Dues: Work with the club secretary and treasurer to access the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc) to update membership records and pay annual dues. To receive an early bird patch, dues must be received by November 1.
- Set service goals for the year: Have officers discuss with club members which type of service they want to pursue. Consider planning a signature service project if the club doesn't already have one.

## OCTOBER:

- Public relations: Make sure the president has designated a public relations committee chairman to see that news and photographs of club activities are sent to the district bulletin editor, Key Club magazine, the school newspaper and the local newspaper.
- Committee update: Assess how the committees are functioning and determine how to strengthen certain problem areas, if necessary, with the board of directors.
- Trick-or-Treat for UNICEF: Encourage your club to participate in a Trick-or-Treat fundraiser for UNICEF this month. Look for information and tips in the weekly e-newsletter or visit [keyclub.org/trickortreat](http://keyclub.org/trickortreat).
- Kiwanis One Day: Participate in a Kiwanis One Day service project. Each April, Kiwanis One Day is an opportunity for all Kiwanis-family members to perform a community service project on the same day. ([kiwanis.org/oneday](http://kiwanis.org/oneday))

## NOVEMBER:

- Key Club Week: The first week of November is dedicated to Key Club Week. This special week gives your club the opportunity to show your community what Key Club is truly about: service. Learn more at [keyclub.org/keyclubweek](http://keyclub.org/keyclubweek).
- Kiwanis Family Month: Celebrated annually every November, Kiwanis Family Month is a great time to ask members of the Kiwanis family to attend your meeting, for your members to attend one of theirs or for a joint service project. Keep working for strong Kiwanis-family relations.
- District convention: Start planning for your club's participation in the district convention. Decide on fundraisers to send delegates. Contact your district administrator to find out more about your district convention or visit your district's website. Find your district's website at [keyclub.org/districtwebsites](http://keyclub.org/districtwebsites).

## DECEMBER:

- Status report: Evaluate, along with your club officers, your club's progress so far. What's been accomplished? How many service projects have been completed? How can the club improve?
- Dues: Verify that dues have been paid.
- Membership: Along with the board of directors, assess membership development, growth and retention. Analyze the results to date and come up with a plan for the rest of the year.
- District officer elections: Are you encouraging qualified members of your club to seek office of governor, secretary, treasurer, editor or lieutenant governor?

## JANUARY:

- Membership drive: Conduct a membership drive to interest new members. Update club membership records using the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc) and submit new members' dues. More information on membership drives can be found on page 47
- Club officers: Spread the word about upcoming club elections. Encourage club members to consider running for an office. Learn more about officer positions on page 32.
- Key Leader: Is there a Key Leader weekend taking place in your district in the spring? Perhaps those interested in club officer positions should attend. Visit [key-leader.org](http://key-leader.org) for dates and locations.

## FEBRUARY:

- Elections: Your club should conduct elections to select the new club officers. Once elected, update their information in the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc).
- Officer training: Train newly elected officers so that when they take over their offices, they'll know what's expected of them.
- Divisional meeting: If applicable, make sure delegates from your club attend the divisional meeting called by your lieutenant governor. Each club is entitled to two voting delegates for this meeting. Please note that divisional meetings sometimes occur at other times during the year as well.
- District convention: Continue your club's plans and fundraising for attending the Key Club district convention.
- Convention contests: Is your club entering contests during the district convention? Learn more about contests on page 43.
- Achievement report: Make sure that your club president and secretary complete your annual achievement report for the district convention.
- Voting delegates: Elect two club members to be voting delegates at your district convention.
- Convention forms: Make sure all necessary forms are filled out for district convention attendance.
- District officer elections: Are you encouraging qualified members of your club to seek the office of governor, secretary, treasurer, editor, or lieutenant governor? Share any campaign literature you receive with members of your club.

## MARCH:

- Officer resources: Be sure that outgoing officers pass on their resources and other files to incoming officers.
- Spring mailing: Review and share with the club officers the materials from Key Club International. If you don't receive the spring mailing from Key Club International by mid-April, please contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).
- Key Club International convention: Plan to attend the Key Club International convention, usually scheduled for the first week in July. Check with your district administrator concerning district tour information. Begin fundraising now to send delegates and other members to this informative and fun event.
- District convention: Attend your club's district convention with club officers and as many club members as possible. (Some conventions are in February or even April.)
- Key Club magazine goes live online: Key Club magazine is published twice a year. The March issue is digital only. The September issue is print only and is mailed to school advisors.

## APRIL:

- Convention report: Have club members who attended the district convention report to your club, as well as your sponsoring Kiwanis club, about their experience.
- Lieutenant governor: Have the club president invite your lieutenant governor to induct new members, install officers or attend a meeting as a guest. If you aren't sure who your lieutenant governor is, visit your district's website at [keyclub.org/](http://keyclub.org/) district websites.

#### MAY:

- House of Delegates: At least 20 days prior to the Key Club International House of Delegates at convention, Key Club will post online any proposed amendments to the bylaws and candidates for international office. Encourage members to review this information.
- Future plans: Organize a plan for the upcoming year with your incoming Key Club president.
- Committee chairmen: Assist the president, if needed, to determine club member interests and begin committee assignments for the upcoming year.
- Installation ceremony: Following elections, officers are installed at a ceremony and take office. Pins for new officers can be ordered at [keyclub.org/store](http://keyclub.org/store). A club officer installation outline can be found on page 37. ADVISOR TOOLS KEY CLUB ADVISOR GUIDE
- Budget: Work with your club officers to create a budget for the coming year and present it to your sponsoring Kiwanis club board.

#### JULY:

- Key Club International convention: Attend the Key Club International convention, especially the forum for Key Club advisors. Try to have at least two members from your club attend the convention.

#### ON-GOING:

- Membership updates: When new members join your Key Club, update their membership records using the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc) and submit their dues.
- Key Club events: Attend the zone, regional or divisional training conferences when scheduled.
- District project: Assist the club in determining ways to support the district project, if applicable.
- Kiwanis meetings: Provide opportunities for Key Club members to attend Kiwanis club meetings and service projects.
- Key Club meetings: Invite members of the sponsoring Kiwanis club to attend Key Club meetings and service projects.
- Interclub: Encourage your club officers to have an interclub activity with your Kiwanis sponsor. Jointly plan a Kiwanis-family project with your Kiwanis club.



## **The Club Board Of Directors**

### **Duties of the Club President**

As your club's president, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill.

Remember, planning and preparation count, and enthusiasm is contagious.

### **Responsibilities**

- Appointing and delegating- take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, it is your responsibility to ensure that the task is done correctly and completely.
- Attending- as an ex-officio member, you must attend as many committee meetings as possible, but it is not your job to run the meetings. You are a significant role model; so your attendance at regular club meetings, board meetings, and all club activities is crucial. Attend and encourage all others to attend the Key Club International convention and all other division and District functions.
- Evaluating- on-going analysis of club meetings and operation leads to continuous improvement in the club. Take feedback from your advisors, members and board to develop ways to improve meetings, projects, and attendance.
- Goal setting for results- goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- Monitoring- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- Motivating- establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- Presiding- make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences fellowship. You are responsible for agenda setting and for preparing the vice-president to preside in your absence.
- Problem solving- make it apparent that you are concerned about your club and willing to help. Seek input and explore alternatives before making important decisions.
- Recruiting and retaining- make certain all members are active and involved throughout the year. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly goals to be achieved. Make certain new members understand Key Club before induction and are actively involved immediately after induction.
- Reporting- the club president bears ultimate responsibility for meeting the reporting requirements of the district and Key Club International.
- Succession- prepare next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year.
- Training- club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year.

Communicate with your division's Lieutenant Governor and update your club on pertinent information about your District.

### **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.

### **Duties of the Club Treasurer**

The office of club treasurer is important because the treasurer is in control of the club's money, its collection, and disbursement. The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer should do his/her best to see that everything is done meticulously so that there are no doubts about his/her integrity. In some instances the club may be permitted by the school to keep an independent savings or checking account. If your club is not permitted to keep such an account, the treasurer is still responsible for keeping records despite not being the person actually writing the check. If your school policy does permit your club to have its own checking or savings account, it is strongly advised that two (2) signatures be required on each check. Your faculty or Kiwanis advisor should co-sign with the Key Club treasurer. It should be noted that the treasurer's records always should be open to inspection by the club's officers, faculty advisor, principal, and Kiwanis advisor.

### **Responsibilities**

- Collect member dues. In coordination with the secretary, forward dues, the invoice, and your club's Membership Roster to the International Office.
- Prepare the club's budget, present it to the board for approval, and ensure that club activities adhere to the budget.
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.
- Transact business through a bank or school account.
- Inform the club of its financial strengths and weaknesses.
- File appropriate forms with the Internal Revenue Service by February 15 (for US clubs only).
- Inform the Kiwanis Club of the Key Club's financial status.
- Disburse funds and pay bills promptly as approved by the board of directors.
- Reconcile bank statements.
- Bill members for unpaid dues.
- Deposit club funds.
- Understand school and club policies regarding student financial accounts relating to school organizations.

### **Duties of a Club Secretary**

A good secretary is essential for any Key Club if it is going to function well. The office of the secretary is one of the most demanding in the Key Club organization because the secretary manages all of the club's records, files, and details. The best way for a secretary-elect to begin his/her term is to watch and learn from the present club secretary. He/she will be able to give advice and guidance on how to best handle the job. It may be beneficial to set up time to meet with the present club secretary to ask questions or solicit advice.

### **Responsibilities**

Responsible for the club's records, it is imperative that the secretary be prompt, organized, and efficient. This means that the club's records must be kept up to date and orderly. The secretary's Key Club record file should include the following:

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Key Club Timeline
- Minutes of all club meetings-regular and board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Copies of the club's current and past annual dues submissions
- Club roster having the following information for each member:
  1. Member's full name, home address, phone, and e-mail address
  2. Date of birth
  3. Date of joining Key Club
  4. Committee assignments and offices held in Key Club
  5. Chief interest in Key Club work and chief interest in sports and hobbies
  6. Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications.
- Complete set of printed material and Key Club literature.

The items listed above are those normally found in well organized and updated Key Club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or call the appropriate source for copies. The secretary should record the following at each regular Key Club meeting: Number of members present, names of those absent, list of guests attending, and presiding officer.

### **Club Webmaster**

A webmaster is responsible for the public image of the club as it relates to Internet-based mediums like a website or social media. He or she creates, updates, and maintains a club website where appropriate, and he or she manages the social media accounts for the club.

### **Duties of the Club Editor/Reporter**

A club editor is vital to a Key Club because he/she is responsible for all printed material the club receives. The editor is the advertiser, the communicator, and general publicity person of the club. This role requires time and knowledge on dates and happenings of district and International events, in addition to the current club projects and plans. The editor must be knowledgeable of the programs and structure of Key Club International. The role of club editor is that of a public relations officer. The editor makes sure the club, and even the public, is informed of the service Key Club renders. The club editor works alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, fliers, bulletins, and other publicity pieces. Club editors have the responsibility of making Key Club known within their school and their community.

### **Responsibilities**

- Produce a monthly newsletter to members providing the following information:
  1. Important dates
  2. Upcoming events
  3. Officer information
  4. Meeting schedule
  5. Service project dates and information
  6. Review of completed projects
  7. Committee updates
  8. President's message
  9. Major Emphasis information
  10. District Project Information
  11. Reminders
  12. Dues update
- Post signs, posters, and banners announcing meeting dates, projects, and any type of Key Club promotion at your school and in the community.
- Send articles to the district publication and Key Club Magazine regarding projects and new ideas from your club. Be sure to include photos.
- Make public-service announcements, contact local press, and send articles to community newspapers.

**The following focuses on group function, and the duties listed are in addition to those each officer handles individually. As the club's governing body, the board of directors should:**

- Conduct regular monthly meetings at a time determined by the board.
- Approve the budget and all club expenditures.
- Approve new members and membership deletions.
- Require the chair of each committee or his/her representative be present at each meeting to give a report of the committee's activities.
- Make suggestions to the committees regarding their work; outline an active, continuous program of club service, social, and fundraising activities.
- Discipline members when necessary. The board may suggest a member be suspended or expelled for nonpayment of dues, for unexcused absence at meetings, for conduct unbecoming a member, or for failing to meet the scholastic requirements of the school. Any decisions on discipline are subject to immediate review by the principal prior to final action.
- Request that the Kiwanis advisor or representative and the faculty advisor be present at all board meetings.
- Approve the president's appointment of members to all standing and special committees.
- Report to the club at the regular business meeting all action taken by the board of directors.
- Invite club members to attend board meetings at any time.

#### **ELECTION OF NEW OFFICERS:**

The recognized officers of each Key Club shall be the president, vice president, secretary, treasurer, editor and one director from each class. These officers shall constitute the board of directors of the club and shall have such duties as shall be prescribed in the club bylaws. All officers shall be active members in good standing of the club. Tips for elections Utilize an election committee. This group can oversee the process, create ballots, etc. The election committee might include the outgoing president and one member from each class. Members of this committee should not be running for office in order to remain unbiased. 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 have the autonomy to run their elections based on their club needs, their standards set in their club bylaws and standards set by the school principal or organization director. That said, here is a recommended election process. For a fair election process with a learning component built in, plan steps to take place during consecutive meetings usually 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 of the duties of club officers.
- Meeting 2: Candidates present platform • Allow candidates for each office to present their platform and campaign for the office they're seeking.
- Meeting 3: Candidates speak and members vote • Allow each candidate to speak to the club. • Conduct elections by secret ballot. • 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.

## **Conferences & Leadership Opportunities:**

### **Youth Conference**

YC is the Montana District of Key Club fall kick-off rally. We provide education about all things Key Club within the Montana District, including Key Club basics, officer training, the Governor's Project, Major Emphasis, ELIMINATE, Youth Opportunity Fund, Key Club International and Kiwanis, Preferred charities and partners, awards and scholarships available, and much more. The purpose is to educate the attendees and inspire them to take what they learn to their home clubs so that these clubs can be more effective.

### **District Convention (DCON)**

District Convention (DCON) is held by the Montana District of Key Club in the spring of each year. It is a celebration of the various clubs' achievements over the last year, and also is where we elect the new district leadership for the upcoming year. There are a number of educational workshops held, both for new club officers, and for the general membership. There are also inspirational speakers, contests, and fun activities for all.

### **Key Leader**

"Key Leader is a weekend experiential leadership program for today's young leaders. This life-changing event focuses on service leadership as the first, most meaningful leadership-development experience. A Key Leader will learn the most important lesson of leadership—it comes from helping *others* succeed. Participants begin by attending a Key Leader conference, which is a weekend retreat. Large and small group workshops, discussions and team-building activities take place over the course of the weekend. Students have opportunities to learn leadership skills that will help them to change their schools, communities, and world for the better. While exploring leadership in a whole new way, participants will make amazing new friends and have experiences they will never forget. Positive, ongoing interaction with other Key Leader graduates offers continuing reinforcement, encouragement and growth of leadership skills."

### **International Convention**

Join us at the biggest event of the Key Club year! We'll celebrate the amazing things Key Club members do with more than 1,500 students from all across the world.

#### **You'll also have the opportunity to:**

- Travel to and from International Convention with your district.
- Share innovative service project and fundraising ideas.
- Listen to amazing speaker and learn about service leadership.
- Train for your leadership position and elect next year's International Board.
- Discover new charities and organizations you and your club can team up with.
- Have fun and make memories and friendships that last a lifetime.

**Awards & Scholarships:**

**[MT District of Kiwanis Foundation Scholarships](#)**

**Resources:**

**[Key Club International Website](#)**

**[Key Club International Adviser's Guide Book](#)**

**[Key Club International Membership Update Center](#)**

**[Montana District Key Club Website](#)**

**Key Club Communications:**

**[Key Club International Facebook Page \(@keyclubintl\)](#)**

**[Key Club International Instagram Page \(keyclubint\)](#)**

**[Key Club International Twitter \(@keyclub\)](#)**

**[MT District Key Club Facebook Page \(@mtdistrictkeyclub\)](#)**

**[MT District Key Club Instagram \(@keyclub\\_montana\)](#)**

**[MT District Key Club Twitter \(@mtkci\)](#)**