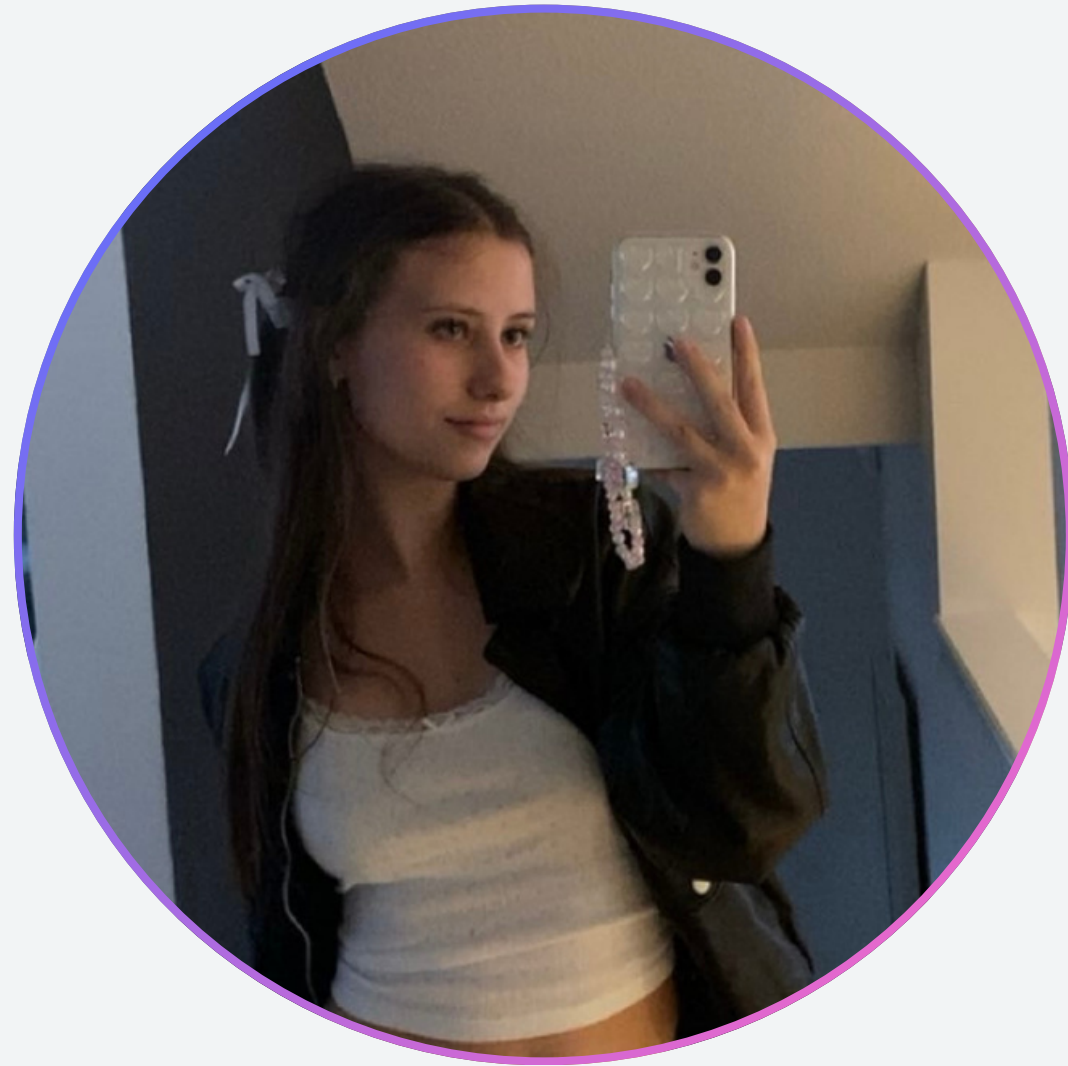


# **PRESIDENTS & VICE PRESIDENTS TRAINING**

**DCON 2024 WORKSHOP**

**PRESENTED BY DISTRICT GOVERNOR NOLA STENSTROM**

# ABOUT ME



## MY KEY CLUB JOURNEY



## OUTSIDE OF KEY CLUB...

BRITISH COLUMBIA YOUTH PARLIAMENT,  
YOUTH AMBASSADOR, PREVIOUS COMPETITIVE DANCER

**NOLA STENSTROM** (SHE/HER)

YALE SECONDARY SCHOOL  
DIVISION 18!

**HAVE QUESTIONS?**

SAVE THEM UNTIL THE END  
SLIDES WILL BE AVAILABLE AFTERWARDS

**FIRSTLY...**

**CONGRAGULATIONS!**

**LETS START WITH**  
**KEY CLUB 101**

# KEY CLUB 101 LINGO

**DCM**

**PCM**

**LTG**

**DCON**

**ICON**

**MUC**

**INNIE**

**OUTTIE**

**LET'S GET INTO IT...**

**DUTIES OF A  
CLUB OFFICER**

# DUTIES OF A CLUB OFFICER

**AS AN OFFICER, YOU MUST SET A GOOD EXAMPLE.**

**WHAT EXACTLY DOES THAT MEAN?**

- PAYING YOUR DUES ON TIME AND MAINTAINING GOOD STANDING WITH KEY CLUB INTERNATIONAL
- ATTENDING ALL CLUB MEETINGS (REGULAR, OFFICER, KIWANIS), CLUB EVENTS, & DIVISIONAL/DISTRICT EVENTS (DCMS, KEY CLUB DAYS, DCON)
- BE IN CONSTANT COMMUNICATION WITH YOUR OFFICER BOARD, ADVISORS, AND LIEUTENANT GOVERNOR (LTG)
- FOLLOW THROUGH WITH TASKS
- POSSESS BASIC KNOWLEDGE OF KEY CLUB 101
- REPRESENT KEY CLUB IN A POSITIVE LIGHT BOTH IN PERSON AND ONLINE!

**NEXT...**

**DUTIES OF A  
PRESIDENT & VP**



# DUTIES OF A CLUB PRESIDENT

## **AS PRESIDENT, YOU WILL...**

- PLAN AND LEAD KEY CLUB MEETINGS
- PLAN AND LEAD BI-WEEKLY/MONTHLY OFFICER BOARD MEETINGS
- PLAN SERVICE PROJECTS FOR YOUR CLUB
- WORK WITH OTHER CLUBS IN YOUR DIVISION
- MEET AND COMMUNICATE WITH FACULTY, KIWANIS ADVISOR, & LTG
- MAKE SURE EVERYTHING IS BEING TURNED IN
  - I.E. SECRETARY REPORTS, NEWSLETTERS, DUES
- ATTEND PRESIDENTIAL COUNCIL MEETINGS (PCMS)
- MAKE EXECUTIVE DECISIONS
- DELEGATE WORK TO OTHERS

# DUTIES OF A CLUB PRESIDENT

## **AS VICE PRESIDENT, YOU WILL...**

- FILL IN IN PRESIDENT'S ABSENCE
- ASSIST OTHER OFFICERS
- TAKE THE INITIATIVE TO HELP WITHOUT BEING ASKED
- EDUCATE CLUB MEMBERS ON KEY CLUB 101
- GO THE EXTRA STEP TO RECRUIT & RETAIN MEMBERS
- PRESIDE OVER ANY CLUB COMMITTEES
- THESE MAY INCLUDE, BUT ARE NOT LIMITED TO SERVICE, PROGRAM, SOCIAL, FUNDRAISING, KIWANIS-FAMILY, PUBLIC RELATIONS, ETC
- COMMITTEES CAN JUST BE ONE OFFICER ON THE CLUB BOARD, OR A GROUP OF MEMBERS.

**WANT A MORE  
THOROUGH LIST?**

**LOOK NO FURTHER**

# OFFICER SERVICE AGREEMENTS

- CREATED BY MGRC THIS YEAR
  - RELEVANT AND READY TO USE
- SIMILAR TO LTG SERVICE AGREEMENT
- COMPREHENSIVE LIST OF YOUR MINIMAL RESPONSIBILITIES
  - OUTLINES BY WEEK, MONTH, AND YEAR
- CAN DISTRIBUTE THESE TO OTHER CLUB OFFICERS
- HOLDS YOU AND OFFICERS ACCOUNTABLE


**PRESIDENT**  
PNW KEY CLUB PRESIDENT SERVICE AGREEMENT

\_\_\_\_\_

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of President for my Pacific Northwest District high school Key Club.

I FULLY REALIZE I WILL:

- ❖ Strive to complete at least **50 hours** of service.
- ❖ Participate in my club's volunteer opportunities and projects.
- ❖ Serve as a leader and representative of my club.
- ❖ Strive to strengthen and build my club.
- ❖ Establish a climate of enthusiasm, support, and open communication.
- ❖ Work along with the President to ensure all club and board meetings are **well-planned** and executed.
- ❖ Keep members well informed and engaged.
- ❖ Assist club officers with completing the **Annual Achievement Report (AAR)**.




**VICE-PRESIDENT**  
PNW KEY CLUB VICE-PRESIDENT SERVICE AGREEMENT

\_\_\_\_\_

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of Vice President for my Pacific Northwest District high school Key Club.

I FULLY REALIZE I WILL:

- ❖ Strive to complete at least **50 hours** of service.
- ❖ Participate in my club's volunteer opportunities and projects.
- ❖ Serve as a leader and representative of my club.
- ❖ Strive to strengthen and build my club.
- ❖ Establish a climate of enthusiasm, support, and open communication.
- ❖ Work along with the President to ensure all club and board meetings are **well-planned** and executed.
- ❖ Keep members well informed and engaged.
- ❖ Assist club officers with completing the **Annual Achievement Report (AAR)**.



**SIDE NOTE!**

# ANNUAL ACHIEVEMENT REPORT

- **THE ANNUAL ACHIEVEMENT REPORT QUALIFIES CLUBS ATTENDING DCON 2025 FOR DCON AWARDS/CONTESTS. DUE FEBRUARY 1ST.**
- **REPORT CLUB INFORMATION, ADMINISTRATION, SERVICE, MEMBERSHIP, LEADERSHIP DEVELOPMENT, KIWANIS INVOLVEMENT, ETC.**
- **SIMILAR TO A SECRETARY REPORT, BUT REPORTS INFORMATION OVER THE ENTIRE TERM! YOUR ROLE? ASSIST THE PRESIDENT AS THE ORGANIZATIONAL ROLE OF YOUR CLUB!**



## 2023-2024 PNW Key Club Annual Achievement Report

DUE BY FEBRUARY 1, 2024 AT 11:59PM

Each Key Club is required to complete and submit this report prior to its District Convention, according to the guidelines set by its own district. Please read the rules before completing this form.

### Key Club International Distinguished Club Rules

1. The filing of the report is required for every Key Club, per Key Club International Board policies.
2. Part Two report attachments must be produced as computer-printed documents.
3. Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification.
4. The report should contain club activities occurring between the 2023 and 2024 district conventions.
5. Upon completion of the report, the club may score its own report according to the scoring directions; tabulate the scores from each section in Part Three.
6. This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district official(s).
7. The district may recognize clubs achieving predetermined scores as "Distinguished Club" or "Distinguished Club-Diamond Level."

The report is broken down into the following parts:

- Part 1: Club Information
- Part 2: Club Service
- Part 3: Scoring

# **TASK DELEGATION & TEAMWORK**

# TEAMWORK

## **DELEGATION IS A MUST!**

IN ORDER TO WORK EFFECTIVELY AS A TEAM LEADER, YOU MUST BE ABLE TO DELEGATE RESPONSIBILITIES AMONG YOUR OFFICERS. YOU MUST TRUST YOUR GROUP, EVEN IF YOU'RE THE TYPE OF PERSON WHO LIKES TO DO ALL OF THE WORK THEMSELVES. FIGURE OUT WHAT THE STRENGTHS OF YOUR TEAMMATES ARE AND CAPITALIZE OFF OF THEM.



# TEAMWORK

## **DELEGATION IS A MUST!**

- SHARE THE WORKLOAD
- UNDERTAKING ALL TASKS INDEPENDENTLY WILL RESULT IN BURN OUT
- OFFICER BOARD IS THERE FOR A REASON
- TAKE RECOMENDATIONS FROM OFFICERS
- MAKE SURE MEMBERS FEEL INCLUDED

**WORK PRACTICELY WITH OTHER MEMBERS OF YOUR CLUB!**

# WORKING WITH OTHER POSITIONS

# YOUR OFFICERS

## **WHAT DO YOUR OFFICERS BRING TO THE TABLE**

EACH OFFICER BRINGS A UNIQUE SET OF TALENTS TO THE TEAM. TAKE TIME AT THE BEGINNING TO DETERMINE THE STRENGTHS AND WEAKNESSES OF EACH PERSON. FIND OUT HOW MUCH TIME THEY'RE WILLING TO COMMIT, WHAT THEY ARE ESPECIALLY PASSIONATE ABOUT, AND THEIR ABILITY TO PULL THROUGH WITH THE THINGS THAT THEY SAY THEY WILL DO.

THIS WILL PREVENT FRUSTRATION AND DYSFUNCTION LATER DOWN THE ROAD, WHICH ALLOWS YOU TO FOCUS ON HOLDING YOURSELF AND OTHERS ACCOUNTABLE. YOUR TEAM'S ROLE IS TO SUPPORT THE CLUB, WHICH REQUIRES A FOUNDATION OF MUTUAL UNDERSTANDING AND SUPPORT.

# LIEUTENANT GOVERNOR

## **WHAT IS A LIEUTENANT GOVERNOR (LTG?)**

LIEUTENANT GOVERNORS SERVE AS LIAISONS BETWEEN THE CLUB AND DISTRICT LEVEL. PNW KEY CLUB GIVES LTGS TOOLS THAT THEY CAN USE TO HELP IDENTIFY AND SOLVE ISSUES THAT YOU MIGHT BE FACING WITHIN YOUR CLUB. SOME OF THESE TOOLS MIGHT INCLUDE:

- **MEMBERSHIP GROWTH & REACTIVATION (MGRC) TOOLKIT**, FOR THOSE IN NEED OF RESOURCES TO GROW THEIR MEMBERSHIP
- **FUNDRAISING GUIDES**, FOR THOSE WHO ARE LOOKING FOR NEW AND REALISTIC FUNDRAISING IDEAS FOR THEIR CLUBS
- **DISTRICT PROJECT RESOURCE KIT** FOR MEMBERS WHO NEED GUIDANCE TO CONTRIBUTE TO THE SEAD INITIATIVE

# ROLE OF THE LTG

## **WHAT IS A LIEUTENANT GOVERNOR (LTG?)**

LTGS ARE ELECTED TO HELP SERVE YOU AND YOUR CLUB. SOME OF THEIR RESPONSIBILITIES REQUIRE YOUR INVOLVEMENT. THESE INCLUDE:

- **COMPLETE TWO VISITS TO EACH CLUB IN THE DIVISION DURING THEIR TERM**
- **HOLD MONTHLY PRESIDENTIAL COUNCIL MEETINGS**
- **HOLD DIVISIONAL COUNCIL MEETINGS**
- **HOLD AN LTG ELECTION RALLY WITH ATTENDANCE FROM AT LEAST 2/3 OF THEIR CLUBS**
- **HOLD AN OFFICER TRAINING CONFERENCE FOR CLUBS IN THEIR DIVISION BEFORE JUNE 30**
- **COLLECT CONTACT INFORMATION FOR ALL CLUB OFFICERS**
- **MAINTAIN A DIVISIONAL MAILING LIST FOR NEWSLETTERS**

# ADVISORS

## **FACULTY ADVISORS**

- WORK WITH STUDENTS TO ENSURE THAT THE KEY CLUB IS ABIDING BY **SCHOOL POLICIES**
- **OVERSEE** DECISION AND DISCIPLINARY ACTIONS TAKEN BY CLUB OFFICERS
- RESERVE **SPACE** FOR AND ATTEND KEY CLUB MEETINGS
- ASSURE LEADERSHIP AND PERSONAL **DEVELOPMENT OPPORTUNITIES** ARE PROVIDED FOR ALL MEMBERS
- REACH A MUTUAL UNDERSTANDING WITH THE KIWANIS ADVISOR REGARDING PROPER SHARING OF RESPONSIBILITY FOR GUIDANCE, TRAINING, AND SUPERVISION

# ADVISORS

## **KIWANIS ADVISORS**

- **HELP COORDINATE** ALL CLUB SERVICE PROJECTS, SOCIALS, AND MEETING PROGRAMS
- **SERVE AS A LIAISON** BETWEEN THE SPONSORING KIWANIS CLUB AND KEY CLUB
- **ENCOURAGE ATTENDANCE** AT DIVISIONAL AND DISTRICT EVENTS
- **ENSURE THAT ALL NECESSARY DOCUMENTATION** IS PROVIDED BY THE CLUB TO KIWANIS INTERNATIONAL
- **MENTOR STUDENTS** IN THE CLUB SO THAT THEY HAVE GREATER UNDERSTANDING OF THE COMMUNITY AND THE ORGANIZATION

# ADVISORS

## **WHAT DO ADULTS HAVE TO OFFER?**

### **SERVICE OPPORTUNITIES**

ADULTS ARE THE FIRST CONNECTION YOUR CLUB WILL HAVE TO EXTERNAL GROUPS. THEY ORGANIZE, PROMOTE, AND EXECUTE COMMUNITY EVENTS.

### **GUIDANCE, TRAINING, AND SUPPORT TO OFFICERS**

YOUR ADVISORS HAVE PROBABLY SEEN IT ALL, ESPECIALLY IF THEY'VE BEEN INVOLVED WITH KEY CLUB FOR MULTIPLE YEARS. THEY KNOW WHAT DOES AND DOESN'T WORK.

### **CONNECTIONS IN THE COMMUNITY**

KIWANIANS ARE A WELL-CONNECTED GROUP OF PEOPLE. IF THEY AREN'T COMMUNITY OR BUSINESS LEADERS THEMSELVES, THEY DEFINITELY KNOW PEOPLE WHO ARE.



# WORKING WITH ADULTS

## **BEST PRACTICES**

- **INCLUDE** ADVISORS IN ALL CLUB COMMUNICATIONS, INCLUDING SECRETARY REPORTS, NEWSLETTERS, AND EMAIL OR TEXT UPDATES
- **INVITE** YOUR ADVISORS TO OFFICER BOARD MEETINGS
- **VISIT** YOUR SPONSORING KIWANIS CLUB AT LEAST ONCE PER MONTH
- **ACTIVELY ENGAGE** ADULTS IN VARIOUS ORGANIZATIONS FOR NEW SERVICE PROJECT OPPORTUNITIES

**THE COMMUNITY**

# LEVERAGING COMMUNITY SUPPORT

## **A FEW BENEFITS OF COMMUNITY SUPPORT ARE...**

- GETTING MORE PEOPLE TO **SHOW UP** AT YOUR CLUB PROJECTS
- HAVING MORE **SERVICE OPPORTUNITIES** PROVIDED TO YOUR CLUB
- GETTING **SUPPORT** FOR CLUB CEREMONIES AND MEETINGS
- INCREASED **PARENTAL SUPPORT** FROM MEMBERS
- **GREATER ATTENDANCE** AT COMMUNITY EVENTS HOSTED BY YOUR CLUB
- GREATER ATTENDANCE AT CLUB FUNDRAISERS
- **POSSIBILITIES** FOR FINANCIAL SUPPORT FROM BUSINESSES AND INDIVIDUALS

**RECRUIT,  
ENGAGE, & LEAD**

# TIPS FOR CLUB ENGAGEMENT

- **SERVICE PROJECTS AT YOUR MEETINGS**
  - MEMBERS CAN EARN HOURS WITHOUT WORRYING ABOUT TRANSPORTATION
- **EDUCATIONAL WORKSHOPS THAT FOCUS ON REAL-LIFE SKILLS**
  - HOW TO USE KEY CLUB ON COLLEGE APPS, HOW TO WRITE A BUDGET, PUBLIC SPEAKING, MEDITATION FOR EXAMS... IDEAS ARE ENDLESS!
- **MOTIVATIONAL OR INFORMATIVE SPEAKERS THAT CATER TO YOUR MEMBER'S PASSIONS AND INTERESTS**
- **CLUB SOCIALS BEFORE SCHOOL BREAKS**
- **AWARDS BANQUET AT THE END OF THE YEAR**
  - CONSIDER TEAMING UP WITH OTHER SERVICE CLUBS IN YOUR SCHOOL
  - AWESOME WAY TO EARN PARENTAL SUPPORT

# LEADERSHIP

## **THE FIRST STEP TO AN EFFECTIVE LEADER IS DEFINING PURPOSE**

WHEN EFFECTIVE LEADERS DEFINE THEIR PURPOSE AND SET GOALS, THEY WORK FROM THE INSIDE OUT, NOT THE OUTSIDE IN. THEY DO THIS IN WHY, HOW, WHAT ORDER. BUT WHAT DOES EACH SECTION REPRESENT?

MY PURPOSE IS... TO EMPOWER AND LEAD THE KEY CLUBS IN THE PACIFIC NORTHWEST DISTRICT TO STRIVE FOR NEW POSSIBILITIES THROUGH THE VEHICLE OF SERVICE.

# LEADERSHIP

## WHAT

Every organization on the planet knows what they do. These are the products or services they sell.

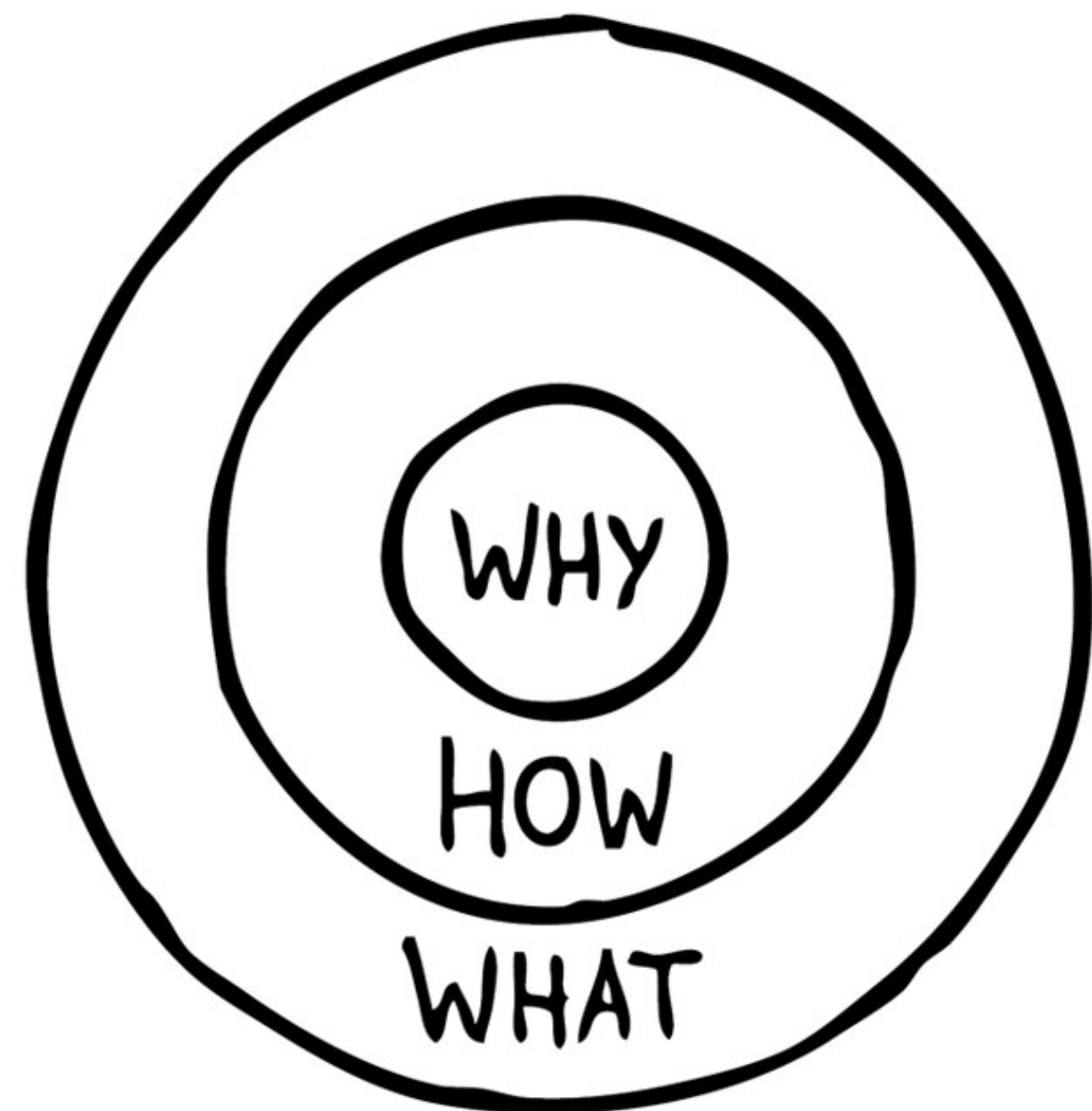
## HOW

Some organizations know how they do it. These are the things that make them special or set them apart from their competition.

## WHY

Very few organizations know why they do what they do. Why is not about making money. That's a result. Why is a purpose, cause, or belief. It's the very reason your organization exists.

## GOLDEN CIRCLE



# LEADERSHIP

## 6 CHARACTERISTICS OF LEADERSHIP

- **Purpose:** Defining why you do what you do
- **Execution:** How you do what you do. The skills, knowledge and details.
- **Accountability:** Internal and external needed.
- **Focus:** Avoiding goal displacement and unnecessary complexity
- **Integrity:** What you do when no one's looking.
- **Growth:** Turning experiences into improvements.



# OTHER RESOURCES

# SECRETARY RESOURCES

**IF YOU WANT MORE DETAILS ABOUT WHAT YOUR ROLE ENTAILS... CHECK OUT THE PNWKC WEBSITE!**

**DUTIES OF A CLUB PRESIDENT**

**DUTIES OF A CLUB VICE PRESIDENT**

**CLUB GUIDEBOOKS**

## Duties of the Club President

The club president plans, organizes and carries out responsibilities associated with the club's chief executive officer role. Many of these leadership responsibilities are listed below to assure that everyone in your club wants you to be successful. Most members will help with the tasks and expectations are clearly defined and reasonable and the members share interest and skill. You are the model members will follow; attendance, a positive attitude with the members' interests in mind are most important.

Here's what you'll need to do:

### Provide supportive leadership

- Establish a climate of enthusiasm, openness and concern. Follow up, congratulate.
- Make it apparent that you are concerned and accessible. Seek input and explore before making important decisions.

### Preside over meetings

- Visit [www.keyclub.org](http://www.keyclub.org) and your district website weekly to see upcoming event
- With members' input, create and abide by an agenda for your weekly meetings
- Arrange and conduct a board of directors meeting monthly.
- Make certain that each club and board meeting is well planned and organized, smoothly, ends on time and that each member has fun and fellowship.

## Duties of the 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 real importance of the office of vice-president is found in the role and function you have in the Key Club program. The role is found in one word: Service - service to the president; service to the other club officers; and service to the general membership of the club. As vice president, you are the right hand of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the club.

### Weekly duties

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help edit a club newsletter. See that a weekly club newsletter is produced.
- Attend all club meetings.
- Make sure that attendance is taken at every meeting.
- Keep a personal record of each club member.
- Assist the president in every way.



## Checklists

weekly	monthly	annual
<ul style="list-style-type: none"><li>CONDUCT AND PRESIDE OVER KEY CLUB MEETING.</li></ul>	<ul style="list-style-type: none"><li>ARRANGE AND CONDUCT A BOARD OF DIRECTORS MEETING.</li></ul>	<ul style="list-style-type: none"><li>INCREASE IN MEMBERSHIP OVER THE PREVIOUS YEAR.</li></ul>
<ul style="list-style-type: none"><li>CREATE AND ABIDE BY AN AGENDA FOR YOUR WEEKLY MEETING.</li></ul>	<ul style="list-style-type: none"><li>WORK WITH COMMITTEE CHAIRS ON THEIR PROPOSED PROJECTS.</li></ul>	<ul style="list-style-type: none"><li>RECEIVE INFORMATION FROM THE PAST PRESIDENT.</li></ul>
<ul style="list-style-type: none"><li>KEEP OFFICERS ON TASK AND PROVIDE ASSISTANCE TO COMMITTEES.</li></ul>	<ul style="list-style-type: none"><li>SUBMIT ANY ON-TIME MONTHLY REPORTS.</li></ul>	<ul style="list-style-type: none"><li>REVIEW ALL KEY CLUB EDUCATIONAL MATERIALS.</li></ul>
<ul style="list-style-type: none"><li>LEAD MEMBERSHIP IN ACTIVITIES AND PROJECTS.</li></ul>	<ul style="list-style-type: none"><li>COMMUNICATE WITH STUDENT COUNCIL AND SCHOOL ADMINISTRATION.</li></ul>	<ul style="list-style-type: none"><li>UNDERSTAND PARLIAMENTARY PROCEDURE.</li></ul>
<ul style="list-style-type: none"><li>ENSURE THAT DELINQUENT MEMBERS ARE HANDLED PROPERLY.</li></ul>	<ul style="list-style-type: none"><li>ORGANIZE OR PARTICIPATE IN INTER-CLUB EVENTS.</li></ul>	<ul style="list-style-type: none"><li>ESTABLISH CONNECTIONS WITH SPONSORING KIWANIS CLUB AND OTHER K-FAMILY CLUBS.</li></ul>
<ul style="list-style-type: none"><li>MEET WITH YOUR ADVISOR TO DISCUSS AGENDA AND CLUB ISSUES.</li></ul>		<ul style="list-style-type: none"><li>REVIEW YOUR MEMBERSHIP ROSTER AND FORM COMMITTEES.</li></ul>
<ul style="list-style-type: none"><li>ENSURE THAT AT LEAST TWO KEY CLUB MEMBERS ATTEND A KIWANIS MEETING.</li></ul>		<ul style="list-style-type: none"><li>CONDUCT ELECTIONS FOR CLASS DIRECTORS AND REPRESENTATIVES.</li></ul>
<ul style="list-style-type: none"><li>MAKE SURE THAT EACH OFFICER IS AIDING THEIR</li></ul>		<ul style="list-style-type: none"><li>PLAN SUMMER SERVICE</li></ul>

**QUESTIONS**

# SLIDES



INSTAGRAM: @NOLASTENSTROM

# THANKS FOR COMING!

YOU GET WHAT YOU PUT IN. MAKE THIS A  
MEMORABLE EXPERIENCE FOR YOURSELF  
AND FOR YOUR MEMBERS! BELIEVE IN  
YOURSELF, YOU'RE ALL QUALIFIED AND  
DESERVING TO BE HERE.

PRESENTED BY DISTRICT GOVERNOR NOLA STENSTROM