

CNH | KEY CLUB

CANDIDATE TRAINING CONFERENCE: LT. GOVERNORS

Effective Communication & History and Structure of Key Club



CTC

Information and Resources provided by the
Member Relations Committee & Candidate Training Conference Publications Committee
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Effective communication



Find your voice

- Make sure your tone is appropriate for the audience
- Remember, they expect you to be human- have some personality, but always be respectful
- BEE yourself.



BEE expressive

- Smile
 - In the words of Tyra Banks- “Smize,” or smile with your eyes
- Show that you are passionate
- Make a connection with each person in the room by making eye contact

Awkward silence?

- Use pauses after speaking to emphasize certain points
- When asking a question, repeat it twice to make sure the audience understands it
- Repeat important points

Hearing vs. Listening

- You can talk, but does your audience hear you or listen to you?
- Hearing is just noise, while listening is positively effecting the audience, since they think about your purpose
- When you write an email or make a phone call, was it worth your audience's time?



BEE the audience

- Officers or Kiwanis club?
- Take note of the setting- club meeting or Kiwanis DCM?



- BEE more casual with fellow peers, but more respectful with Kiwanis members
- Avoid "slang"
- Have confidence

Examples

Bad communication:

- Hey guys what's goin' on I'm the LTG and I'm here to tell you that the DCM is gonna be the bomb so you should all come and chill!

Good communication:

- Hi everyone! My name is (insert awesome LTG's name here), and I am the Lt. Governor for our Division's Key Clubs. We are having a Division Council Meeting where we will...

Communication with adults

- Be straightforward and to the point
- Discuss what times are convenient to call
- Find out what their preferred method of communication is
- Discuss how funds and orders will be handled for division items
- Never be afraid to ask for help
 - they are here for us

Communication with officers and members

- **Phone calls:** more personal; easy to forget
- **E-mails:** thoughtful & consistent; documentation
- **Professionalism:** try not to be intimidating
- You are a representative of the District
- Use Facebook groups, but DO NOT conduct official Key Club Business on social networking sites
 - Marketing vs. Event Planning

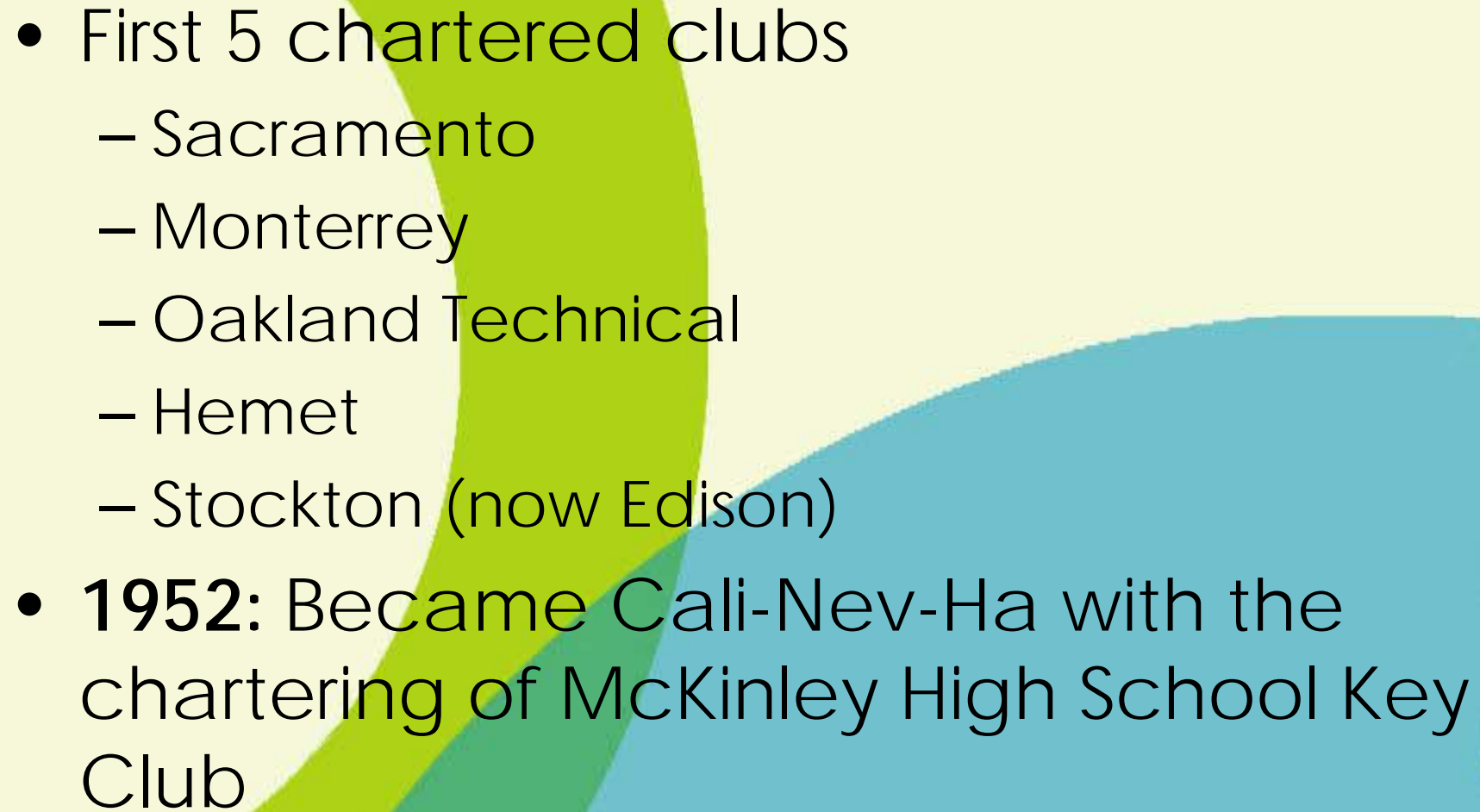


HISTORY OF KEY CLUB

History

- Sacramento High School
- 1925
- Known as Key Club because made up of 'key' students from around the school



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- First 5 chartered clubs
 - Sacramento
 - Monterrey
 - Oakland Technical
 - Hemet
 - Stockton (now Edison)
 - **1952:** Became Cali-Nev-Ha with the chartering of McKinley High School Key Club



- **May 1, 1954** 1st *CNH Key* published
- **1947** – clubs existed in Nevada
- Conference held in San Diego to create a district
- Officers elected and district bylaws adopted
- John Cooper of Oakland Technical became the first District Governor
- **1948:** First District Convention held in Oakland – attended by 80 members from 23 clubs



STRUCTURE OF KEY CLUB

Structure

- Members (40,000 + in CNH)
- Pay dues
- Perform service



Clubs

Clubs

- **Leadership:** president, VPs, secretary, treasurer, and editors
- Officers elected by club members
- LTG elected at a conclave

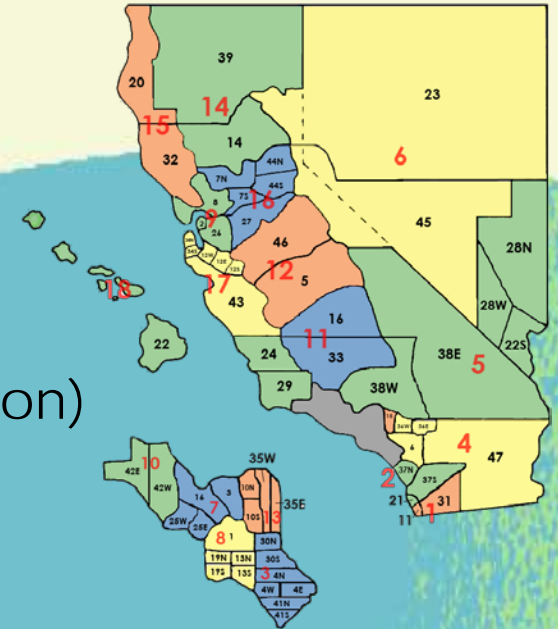
Divisions

Divisions (65 + in CNH)

- **Leadership:** Lieutenant Governor, assistants based on the number of clubs served, and 1 Division News Editor
- **Size:** Up to 2-24 clubs (exception of Division 22 Hawaii)

Regions

- Regions aligned with Kiwanis Regions
- An organizational structure
 - Group of divisions in an area
- Training:
 - Officer Training Conference (option)
 - Leadership Conference (option)
 - Region Training Conference
- Region wide service projects and events possible (if appropriate)



District

- District aligned with Kiwanis District
 - Districts (33) in KCI
- **Leadership:** Governor, Secretary, Treasurer, and Editor (elected at district convention)
- Make up District Board along with Lieutenant Governors & Committee Chairs



International

Members

Clubs

Divisions

Regions

District

International

International

- President
- VP
- 11 trustees
- Elected at International Convention
- Anyone can run for these positions!

Conventions

- Where members of International or a district come together
 - General sessions
 - Elections
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- Training
 - New Board is trained
 - Learning
 - Celebrating
 - Old Board is retired
 - Awards
 - Dance

Questions?

