

Workshops coordinated by the Member Relations
Committee and developed by the CNH District



TRANSITIONING: OFFICERS & TERMS

Presented by Brandon Wen

END & START OFF EASY, NOT ROUGH!

OVERVIEW

Younger Members
Divisional Involvement
Training Boot Camp
Procedure Books
Club Spirit
Inspire

WATCH OUT

🔑 How many times I say “KEY”?

YOUNGER MEMBERS

EXECUTIVE UNDERCLASSMEN



🔑 *Remember when promoting elections for club positions next year..*

🔑 Try to promote opportunities for underclassmen to take on club officer positions on the executive board.

🔑 **What's the benefit?**

🔑 They have more free time than seniors

🔑 Makes transitioning much smoother

YOUNGER MEMBERS

APPOINTED UNDERCLASSMEN

- 🔑 Provide opportunities for others to **LEAD**
- 🔑 *Underclassmen commissioners should run large events*
- 🔑 *Have executive helpers who have run the event before guide them*
- 🔑 *This teaches new members how to run events and exposes them to Key Club*
- 🔑 Lighten your load by **DELEGATING**



DIVISIONAL INVOLVEMENT

RESOURCE AND EXPLANATION

- 🔑 If unclear, provide a further explanation of the Key Club District structure to your newly elected board.
- 🔑 Provide them with as many names, contacts, and resources as possible..
 - 🔑 Such as vendors, past service coordinators and organizations, etc.



DIVISIONAL INVOLVEMENT



DEVELOP CONTACT

- 🔑 Encourage your new board to participate in as many divisional events as possible.
 - 🔑 Encourage them to **network** at these events!
- 🔑 Introduce your board to key figures: Faculty Advisors, Kiwanis, Divisional Board, etc.
- 🔑 Encourage your new board to participate in joint fundraising/service projects with other clubs within the division

TRAINING

🔑 During Meetings, Explain Procedure to the new Board?

🔑 Why?

🔑 Most things will be new to them, this way, they can familiarize themselves with club procedures and traditions.



TRAINING

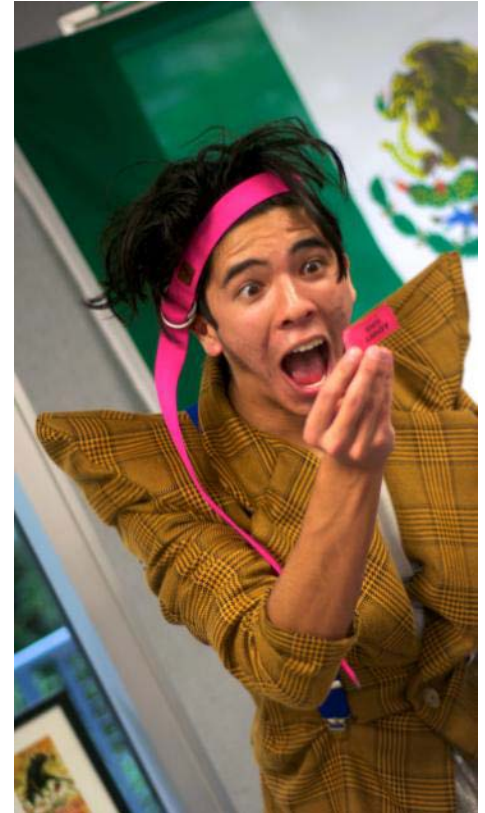
BOOT CAMP

- 🔑 Devote entire meetings (*and extra outside meetings*) to officer training
 - 🔑 Set time from *your* (old board's) schedule to help transition the new board
- 🔑 Start off by explaining how things work in the club, make a very general overview
 - 🔑 **SET THE STANDARD**
- 🔑 Previous officers should provide **one on one** time with newly elected officers.
 - 🔑 For example, IP Secretary should spend time with the new Secretary-elect.

TRAINING

BOOT CAMP

- 🔑 Breakout Groups
- 🔑 Old officers should inform/teach about:
 - 🔑 Submissions
 - 🔑 Divisional Duties
 - 🔑 Specific Club Duties
 - 🔑 Available Resources, such as the CNH Key



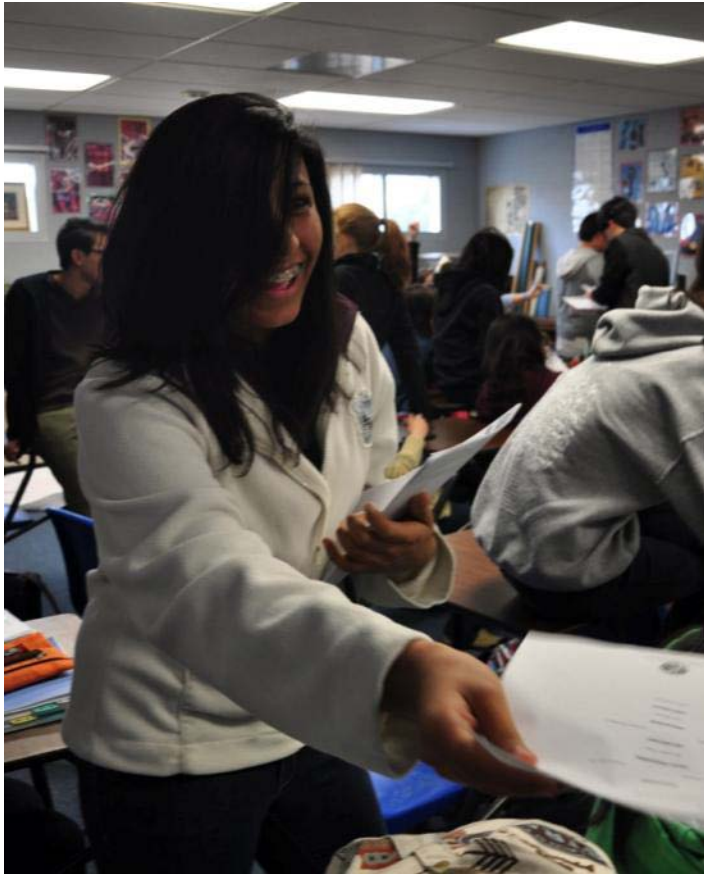
PROCEDURE BOOKS/MANUALS

What is this?

- 🔑 A book, manual, or guide explaining officer duties and all related projects/events that tie in with each stated specific title.
- 🔑 It provides a record of all events and how to get started and improve.



PROCEDURE BOOKS/MANUALS



OFFICERS & PROJECTS

- 🔑 Each position should have it's guide providing how-to's on everything from submissions to duties in the club
- 🔑 Every event should have a thorough section explaining it
- 🔑 Use CNH forms online as a reference point

PROCEDURE BOOKS/MANUALS

PROJECTS & EVENTS OUTLINE

- 1) Summary of event
- 2) Numerical Information
- 3) Contacts and/or important emails
- 4) Contracts and Forms
- 5) Flyers and Advertisements
- 6) Pros/Cons
- 7) Proper Follow-Up
- 8) Suggestions and Ideas



PROCEDURE BOOKS/MANUALS

MAINTENANCE

- 🔑 Remember to print one (*physical*) copy, but also keep a *digital* copy as well.
- 🔑 Reminder officers to update *annually*.



CLUB SPIRIT

SUGGESTION

Elect a Publicity Commissioner

- 🔑 If a President needs help promoting the club. . .
 - 🔑 This Commissioner can help advertise and be at multiple events.



INSPIRE

INSTILL EXCITEMENT

- 🔑 Pass on the Key Club spirit!
- 🔑 Encourage District
- 🔑 Convention attendance
- 🔑 Teach and pass on
- 🔑 club and divisional cheers
- 🔑 Share stories of fun and
- 🔑 exciting community
- 🔑 service activities/events
- 🔑 Explain the opportunities
- 🔑 available in Key Club

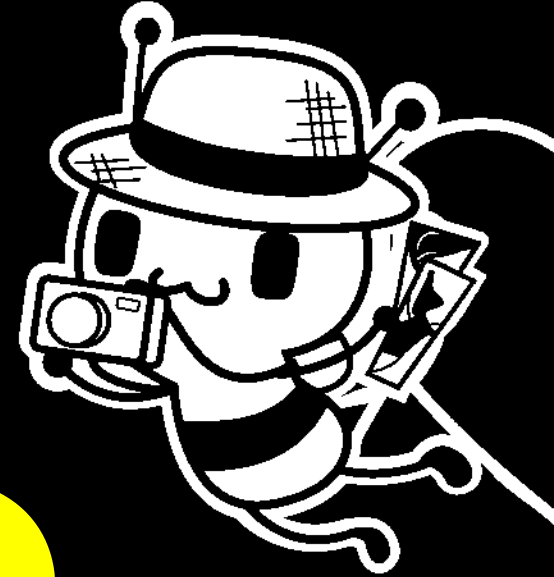


QUIZ

- 🔑 Why should you attend Divisional Meetings?
- 🔑 Why is Key Club Great?
- 🔑 How many times did I say "KEY"?
- 🔑 HOW DO YOU FEEL!?

QUESTIONS COMMENTS OR CONCERNS

CNHKEYCLUB.ORG
KEYCLUB.ORG



Thank you for listening!

If you should have any questions, please feel free to contact me at

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