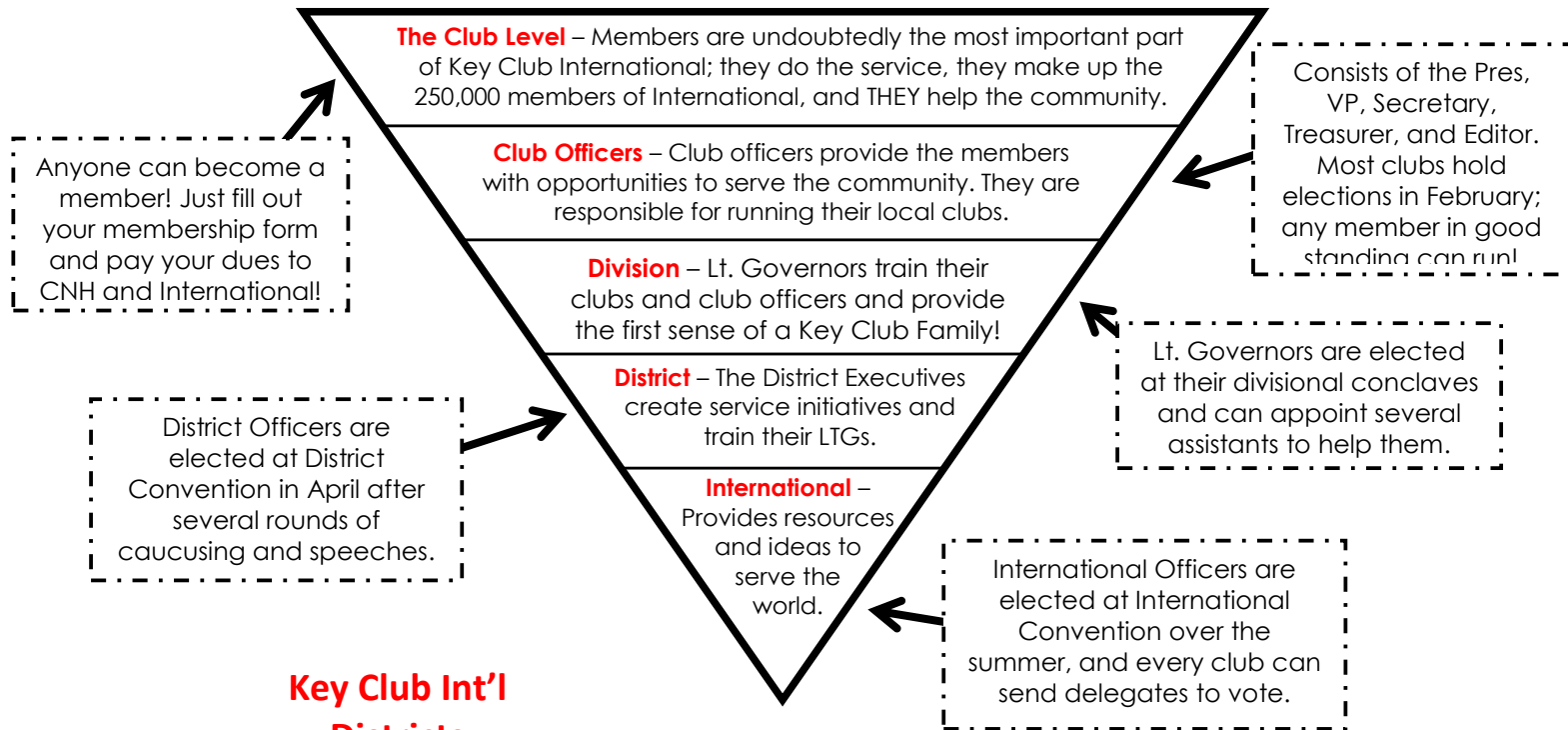


CNH | KEY CLUB

Key Club International Board Informational Handout



Key Club Int'l Districts



Your \$6.50 in dues:

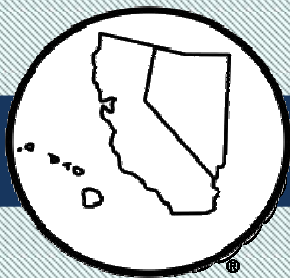
- Youth Opportunities Fund
- Membership cards, pins, and literature
- Club officer planners
- KEYNoter Magazine
- District/International Officer Resources



Miscellaneous Information:

- **BHAG (Big Hairy Audacious Goals):** Long term goals for Key Club, such as making Key Club a household name that makes up the Strategic Plan, which is renewed every 5 years.
- **International Committees:** Voice committee (spread Key Club), Leadership committee (provide officer resources), Executive committee (make major decisions), and Committee of Committee Chairs.
- **Trustees:** Each trustee is assigned 3 districts to represent at the International level. Robert Peck is the International Trustee that represents our Cali-Nev-Ha District.

Read the next pages to find out what each officer in KCI does!



Key Club International Offices

President

The Key Club Int'l President is the CEO of Key Club International (KCI), presiding at International Convention and International Board meetings. He/she sets service initiatives and supervises all KCI work.

The President also represents Key Club within the Kiwanis Family.

Vice Pres

The Int'l Vice President is prepared to perform any duties that the President is unable to do. He or she is in chair of at least one international committee, supports the other committee chairmen, attends events deemed necessary, and performs any tasks as assigned by the President.

Director

The Key Club Int'l Director is an adult Kiwanian that supervises the activities of the Key Club Int'l Board of Trustees. He or she gives advice to the Board. The activities of, and bylaw changes proposed by KCI and Key Club Districts must be approved by the Key Club Int'l Director.

Trustees

An international trustee works with the Int'l Board to define policies and goals of Key Club as an international organization.

They carry out the directives of Key Club International. They also serve on an international committee and represent 3 Key Club Districts.

Leadership Committee

As one of the four committees on the International Board, the Leadership Committee works with the rest of the Kiwanis Family, develops training materials for officers, educates advisors, and strengthens KCI as an organization.

Voice Committee

As one of the four committees on the International Board, the voice committee discusses ways to spread the knowledge of Key Club internationally, to address the BHAGs, to recognize members, and to update all members about KCI.

DISTRICT OFFICES

GOVERNOR

The Governor is the CEO of the District who trains all District Board Members, trains club Presidents/VPs, works with the Kiwanis Family, conducts board meetings, and sets service and fundraising initiatives of the members of the district.

SECRETARY

The Secretary is responsible for taking minutes at all District Board meetings, collecting report and publication submissions from the Lt. Governors, training club secretaries, and creating a club officer and District Board directory for all officers.

TREASURER

The Treasurer is responsible for creating a district budget, encourage Lt. Governors and members to pay their dues, send out dues reminders, motivate membership recruitment, train club treasurers, and recognize outstanding clubs.

TECH EDITOR

The Tech Editor is responsible for updating the CNH CyberKey, promoting the submission of articles from members, helping create the district yearbook, compiling the CNH KEY and District newsletters, and training club editors.

DIVISIONAL AND REGIONAL OFFICES

LT GOV

The Lt. Governor is the executive officer of the division who represents the division, does District work, plans divisional events and fundraisers, trains club officers, and develops his or her clubs.

ASSISTANT

The assistant does anything asked by the Lt. Governor, such as planning events, meetings, contacting clubs and business, and helping develop Kiwanis relations.

SECRETARY

The secretary takes minutes at all division meetings and teleconferences, and helps the Lt. Governor analyze and collect any club reports as requested by the Lt. Governor.

EDITOR

The divisional news editor is in charge of creating and sending out a divisional newsletter that updates the division on service events, projects, biographies, and information.

REGIONAL ADVISORS

The RA works with all the LTGs in a region to make sure that all business is conducted quickly, efficiently, officially, ethically, and safely.

CLUB OFFICES

PRESIDENT

The President is responsible for the club: running the meetings, planning service events, recruiting new members, and leading the club board of directors.

VICE PRES

The Vice Pres. does anything the Pres. assigns and takes over when he or she is absent. The VP leads any committees and assists other officers. There can be up to 5 VPs.

SECRETARY

The Secretary is responsible for completing the club MRF and Annual Report. He or she takes minutes of meetings and records the service hours completed by each member.

TREASURER

The Treasurer is responsible for the finances of a club. He or she makes budgets for projects and special trips. They plan fundraisers and work with the school to manage finances.

EDITOR

The Editor of a club publicizes his or her club in all ways. They must publish a newsletter; make schoolwide announcements, takes pictures, and updates the club website.

DISTRICT AND CLUB OFFICES

