



CNH | KEY CLUB

# VICE PRESIDENT'S *guide*

# introductions



Congratulations on being selected as a Vice President for your club!

Going into your term, you may be confused on what exactly your job as Vice President entails. Your exact responsibilities may even vary from other VP's in your division, region, or the district. Regardless, please recognize that your role as a VP is just as important as other positions.

Your role is unique in its diversity and flexibility. Sometimes, you may serve in place of your President; other times, you may be filling in for your coordinators or organizing a fundraiser. Whatever it may be, this guide will help you to understand all aspects of your position and the expectations that are being made of you.

Throughout this term, you will learn and grow alongside your officers. We can't wait to see you BEE the best Vice President you can BEE. Good luck!

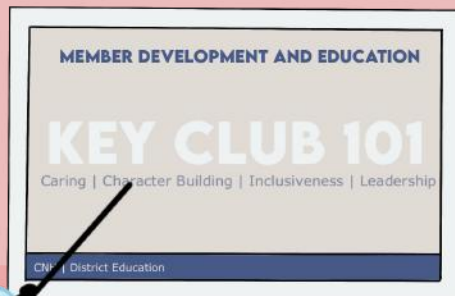
- **2022-2023 Division 04 East Lt. Governor Nhi Le**
- **2022-2023 Division 32 Lt. Governor Diana Nguyen**

# TABLE OF *contents*

TERM OUTLINE & DUTIES.....	4-7
WORKING WITH OFFICERS.....	8-10
PROFESSIONALISM.....	11-14
CONNECTIONS & COMMUNICATION.....	15-17
GOALS.....	18-20
RECOGNITION.....	21-23
PERSONAL DEVELOPMENT.....	24-25
MISCELLANEOUS.....	26-30
CREDIT.....	31

# section 1

## TERM OUTLINE & DUTIES



# DUTIES



**As Vice President, your main duty is to assist your club President. Which has multiple meanings but it will mainly include the following:**

- ★ Helping other officers complete their duties
- ★ Attend all meetings (such as club meetings, DCMs, etc.)
- ★ Help plan service and fundraising events
- ★ Informing members about future events
- ★ Duties can vary if there is multiple Vice Presidents

In some instances an officer board may have multiple Vice Presidents. If this is the case it is important to divide responsibilities among each other as well as not having too many Vice Presidents elected.

**Some focus tasks that may be divided can be:**

- ★ service
- ★ fundraising
- ★ membership
- ★ spirit

*in general...*

- ★ Attend as many service projects as possible
- ★ Communicate with members as frequently as possible
- ★ Attend all general meetings and board meetings
- ★ Host at least ONE general meeting per month
- ★ Attend the DCM every month

# quarter 1

## March-June

- ★ Start creating goals with your officer board and advisor
  - This can also be the start of building relationships with your officer board and faculty/Kiwanis advisors
- ★ Promoting OTC to officers and member and attending
- ★ Helping your board adjust to their roles and learning which roles you will take on
- ★ Attend LTG visitations and take notes

# quarter 2

## July-September

- ★ Start planning and attending club rush
  - Member recruitment plan and continue recruiting
- ★ Help prepare secretaries and treasurers for the dues process
  - Be sure to stay in close contact with your schools ASB and faculty advisor as it may take a long time
- ★ Attend and promote ICON (International Convention) and SLC (Summer leadership conference)
- ★ Promote and plan for Fall rally
- ★ Promote and attend Kiwanis DCMs, service events, etc.
- ★ Plan and attend member bonding events, service projects, etc.
- ★ Start planning transportation and promote RTC (Region training Conference)
- ★ Promote and contact your Kiwanis sponsor about DCON

# quarter 3

## October-December

- ★ Start collecting dues and helping treasurer and secretary with that process
  - Continue with being in close contact with your ASB and advisor since it might be tricky
- ★ Help your club with participating in PTP ( pediatric trauma program)
- ★ Finalize Fall rally preparations with your president
- ★ Start planning for DCON costs with your advisor, Kiwanis sponsor and officer board
- ★ Help promote District Awards and reminding members and officers about submission dates
  - Also start doing your E - Portfolio and getting E- signatures, letters of recommendation, etc.

# quarter 4

## January-April

- ★ Help members/officers with submitting recognition/district contests
- ★ Promote CNH and Kiwanis scholarship to your Senior members
- ★ Assist in finalizing plans for DCON while also finding delegates for the House of Delegates
- ★ Assist in club elections for the following year
- ★ Give your future Vice President proper training for the upcoming term

### Personal Timeline

Always take your mental health into consideration. As Vice President, you will have many responsibilities and it's crucial for you to take care of yourself. Family, friends and school should always come first before your duty as an Officer. If an issue arises where you are unable to complete a task or attend an event due to a personal conflict please communicate that with your advisor and board immediately. Communication is key as Vice President.

# section 2

## WORKING WITH OFFICERS





# OFFICERS

In order to efficiently work with your fellow officers, you must have a basic understanding of their various positions and responsibilities. By doing so, you can better assign and delegate tasks and serve as a substitute if needed.

See below for a basic breakdown of the main positions!



You may have additional positions on your officer board other than the following. Be sure to work with your president and club to clearly define what these officers will be doing!

## president

### Leader & Enforcer

- ★ Maintains communication between the Division and the club

### TASKS

- ★ Lead meetings and delegates tasks
- ★ Communicate with LTG and DLT officers frequently
- ★ Relay information to general members

## secretary

### Stenographer, & dependable best friend

- ★ Record the status of the club

### TASKS

- ★ Record club activity through MRF, Meeting Minutes, etc.
- ★ Record service hours of EVERY member
- ★ Update Member Update Center with any new members

## treasurer

### Finance guru & thrifty companion

- ★ Assist in dues payment & fundraising

#### TASKS

- ★ Assist in dues payment
- ★ Create fundraisers
- ★ Record club funds and costs

## editor

### Tech guru, designer, publicist, & communicator

- Responsible for all club publicity and media

#### TASKS

- Manage social media, website, etc.
- Create newsletter, Articles & Visuals
- Create Advertisement for events and for the club

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# With Your Officers...

- Maintain constant communication
- Establish tasks on a consistent basis to ensure that all officers are fulfilling their expectations and responsibilities
  - Additionally, setting deadlines for said tasks can be a great way to ensure that your officers are held accountable
- Create committees as needed to further delegate tasks
  - **Committees** are groups of officers that are assigned one specific focus for the club as needed
  - While they are optional, many of the most successful clubs utilize committees

# section 3

## PROFESSIONALISM



# BEHAVIOR

- ★ Always show **RESPECT** to those around you.
  - This includes adults, advisors, Kiwanians, and members.
- ★ Attend all events in which your attendance is requested.
  - Such as DCMs, Division events, all club events, etc.
- ★ **Stay focused** and don't slack off!
- ★ Try to keep a **positive perspective**. Having a negative perspective can create stress for your members.

*Remember, you are the **ROLE MODEL** for your members. Your words, actions, direction, motivation, and attitude will reflect on your club.*

# LANGUAGE

- ★ Avoid using slang terms and profanity. **BEE mindful** of your word choice!
- ★ Know the audience you are speaking to.
- ★ Address adults properly.
  - EX) Mr. Bee
- ★ Don't yell information across the room.
- ★ Speak **clearly** and **calmly**.
  - Confirm with your members to ensure they can hear you!

# EMAIL ETIQUETTE



Throughout the term, you will send emails to your Lieutenant Governor, advisors, school, and more. It is important to follow proper email etiquette in order to stay formal and professional in your emails!

## APPROPRIATE EXAMPLE

**Properly  
addressed.**

Service Projects Ideas Needed - Bee Key Club

Inbox x



Hello D99 Lieutenant Governor Buzzing Bee,

Bee Key Club has participated in a food distribution service project for the past few years, but it has sadly come to an end. Thus, we were wondering if you have any service project ideas that you would recommend to us? My officer board would gladly accept your suggestions.

Please let me know if you have any questions, comments, or concerns. Thank you so much for your time and consideration. I look forward to hearing back from you!

--  
***Rolling into Service!***

**Miah Chao**

2021-2022 Lieutenant Governor  
**Division 8** | Region 9  
California-Nevada-Hawai'i District  
Key Club International  
Call/Text: (707) 771-8035  
Email: [d08.ltg@cnhkeyclub.org](mailto:d08.ltg@cnhkeyclub.org)

**Proper closing  
sentence.**

**TIP:** Create an email signature for your emails!

# SOCIAL NETWORKING



Being such a large organization, Key Club is a valuable source to make lasting friendships and connections. With this, being safe should always be taken into consideration. Your words and actions play a large part in representing Key Club, and as leaders, it is crucial to keep in mind what you say or post.

*do*



- ★ Promote events that have been approved by your advisors.
- ★ Provide updates and reminders.
- ★ Promote Key Club and spread awareness of the organization.
- ★ Post using respectful language.

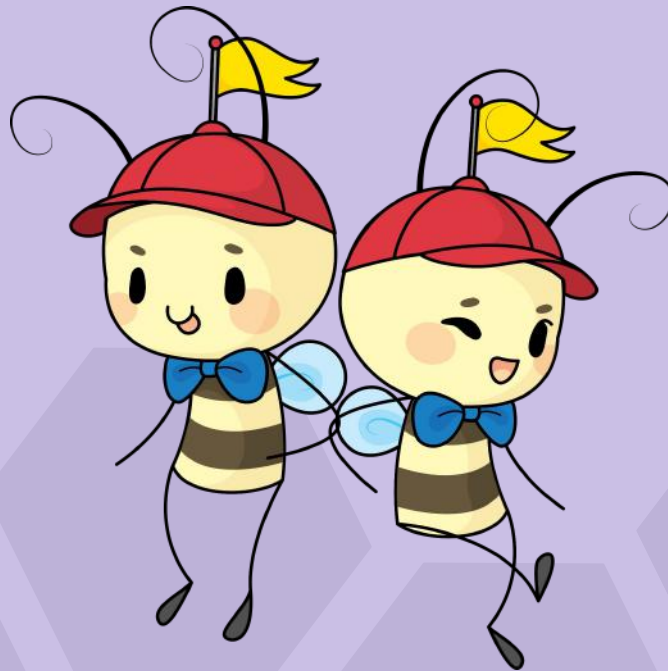
*don't*



- ★ Plan events over social media.
- ★ Discuss professional business.
- ★ Inform others on lengthy topics (that's what emails are for!)
- ★ Post inappropriate content or use inappropriate language.
- ★ Make hurtful comments.
- ★ Post content without an individual's permission.

# section 4

## CONNECTIONS & COMMUNICATION



# COMMUNICATE WITH

## Your LTG

- ★ **Email:** All LTG's for CNH have the same email formatting. Replace the ## with your division number.  
[d##.ltg@cnhkeyclub.org]
- ★ **Social Media:** Many LTG's run their division social media so if you cannot get ahold of your LTG try sending them a message through their division accounts.
- ★ **Phone:** Many LTG's have posted their phone numbers during division events. With their permission, texting your LTG may be a great resource for quick communication.

## Your Advisors

- ★ **Email:** Most advisors will have an active email for communication. This will most likely be the best method of communication for most advisors.
- ★ **3rd party apps,** your advisors should always be in any KC official group chats you have!

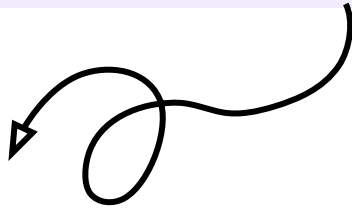
## Your Kiwanians

- ★ **Attending meetings:** As many kiwanians are not as familiar with current day technology, going to kiwani events will allow a whole new door of communication. Try your best to attend these meetings and update the kiwanians on your club activities.
- ★ **Email:** As per usual, email will be a reliable source of communication.



# CREATING CONNECTIONS

- ★ Know your officers!
- ★ Know your members!
- ★ Know your LtG!
- ★ Keep in touch with all your officers
- ★ Bond with everyone in your club
- ★ Bond with other officers in your divisions!
  - Spread and share ideas amongst other clubs
  - Help others, and they may help you!



# MAINTAINING CONNECTIONS

- ★ Be the one to initiate the conversations
- ★ Feel free to banter and have small talk
- ★ Work together on joint projects and events
- ★ Update each other regularly on your own clubs to gather inspiration and to stay in touch

## *general tips*

- ★ **Communicate regularly with everyone!**
- ★ **Make small talk and have casual conversations**
- ★ **Report everything you do for the club to your officers**

# section 5

## GOALS



# GOAL IDEAS

*club level*

- ★ \_\_\_\_\_ **SERVICE HOURS BY DCON**
  - = \_\_\_\_\_ *hours per member*
  - = \_\_\_\_\_ *service projects hosted per month*
- ★ \$\_\_\_\_\_ **FUNDS RAISED FOR PTP BY FALL RALLY**
  - = \_\_\_\_\_ *fundraisers hosted per month*
- ★ **100% MEMBER RETENTION**
- ★ **INCREASE MEMBERSHIP BY \_\_\_\_%**
- ★ **AAR SCORE OF \_\_\_\_\_ BY DCON**
- ★ \_\_\_\_\_ **MEMBERS RECEIVE BRONZE MRP**
- ★ **APPLY FOR \_\_\_\_\_ CONTESTS**

# DISTRICT GOALS

BEE sure to consider how your club will contribute to the  
2022-2023 CNH District goals!

- ★ **35,000 Dues Paid Members**
- ★ **\$225,000 raised for PTP/YES Initiative**
- ★ **850,000 Service Hours**

# SMART GOALS

*Set SMART goals for the year! SMART goals are:*

*S* **pecific**

*M* **easurable**

*A* **chievable**

*R* **ealistic**

*T* **imely**

# ACTION PLANS

Create a strategic action plan to ensure that your club reaches its goals by the end of the term! Set quarterly or monthly check-ins and brainstorm ideas to implement in your club in order to reach your goals.

**THINK: HOW are you going to reach your goals?**

# *section 6*

## RECOGNITION



# CLUB RECOGNITION

The **Annual Achievement Report (AAR)** is an international recognition platform used for all Key Clubs, which recognizes clubs who go above and beyond the call of duty in service. There are two types of recognition that clubs can earn: Distinguished and Diamond Distinguished.

*For further information*

**Go to:**

1. **cnhkeyclub.org**
2. **Resources**
3. **Secretary**
4. **Annual Achievement Report (AAR) Manual**

In addition to the AAR, there are also other various opportunities your club can gain recognition through district and division contests. Here are the options that you can find on the CNH CyberKey:

- ★ Club Attire
- ★ Club of the Year
- ★ Club Poster
- ★ Club Video
- ★ Most Improved Club
- ★ Year in Review

Find the rules and details for all these awards by going to:

- **cnhkeyclub.org**
- **Recognition**
- **Contests**

# MEMBER RECOGNITION



Your members can also apply for their own international, district, and division awards. The following can be found on the CNH Cyberkey:

- ★ Member of the Year
- ★ Sandy Nininger
- ★ Talent

Find the rules and details for all these awards by going to:

- ➔ **cnhkeyclub.org**
- ➔ **Recognition**
- ➔ **Contests**

Recognition goes beyond filling out applications for contests and creating e-portfolios. As Vice President, **you** can give your members recognition in **your own ways**. Here are a few examples:

## **Member of the month**

- Every month, you and your officer board can choose an outstanding member to be rewarded with member of the month. You can create a certificate or even a prize to thank them for their dedication and hard work. These awards will encourage them to keep up the hard work while also giving them spotlight.

## **Officer of the month**

- Similar to member of the month, you can choose an outstanding officer to award as officer of the month.

## **Social Media**

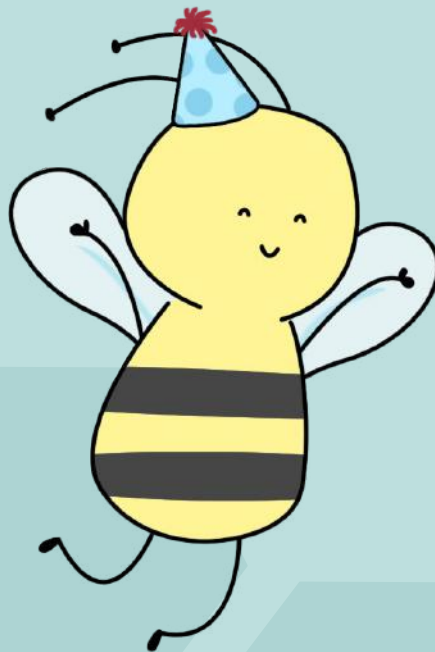
- When at events or fundraisers, you can post pictures of members doing service or repost their stories to share their experiences on your club social media accounts. You can also thank them in the post, showing appreciation for all their hard work.

## **“Thank you for coming” “Great job!”**

- Even the smallest things count, like letting someone know they did well at an event or that you were glad they were there. Recognition can be as simple as a positive phrase.

# section 7

## PERSONAL DEVELOPMENT





# REFLECT



**Don't forget about your goals that will guide you through your term!**

At the end of each month, quarter, or term **REFLECT** on what you have done so far and achieved

Be proud of who you are and where you got yourself to! You guys are doing an amazing job!

Remember, you are not alone through this journey and you can always depend on your executive board, advisors, and lieutenant governor! So don't be afraid to ask questions! This an opportunity provided by Key Club to allow you to grow and bloom into an amazing leader!

# section 8

## MISCELLANEOUS




# ADVICE FROM PREVIOUS VICE PRESIDENTS



Vice presidents are vital pieces in each and every key club to connect members with each other and the community. Board members will rely on you to relay upcoming events and details that the president may forget to mention. Communication with your members creates healthy, successful relationships that definitely helps in the long run. By constantly communicating with my president and secretary, I was aware of the planning process for meetings and service projects. This previous experience will guide me in my future positions in key club as well. At first for me, it was difficult to understand what my role pertains to in the club, but you are there to support your president during strenuous times or to assist your board members. Also, be aware of upcoming division updates because many club members do not check up on key club information beyond their club. Utilizing multiple platforms such as Instagram, Messenger, and Remind, is useful in reminding members of new updates. Don't worry! Even through confusing times as we transitioned into in person meetings and service events, being vice president opened doors to new friendships and experiences in key club!

**Jolyn Le: 2021-2022 Villa Park Key Club Vice President,  
Region 3**



One important task of being a vice president is to find service opportunities and present ideas for the service opportunities to the other board members during monthly board meetings. (Most likely for the upcoming month) In my opinion, this aspect of being a vice president is extremely important and helpful to improve the club and help the president. One tip that can help you with this task is to check your email continually. There are many ways to find service opportunities and by continually checking your email, you can attend DCMs or find helpful information from our lieutenant governor about service event ideas. In my opinion, the most important part about being vice president in my opinion is to ask for help when you are stuck or confused about anything. Your president or advisor will be able to help you answer these questions whenever you need them to. Communication is a huge part of being an officer that helps make a club successful.

**Patrick Kodweis: 2020-2021 TMS Key Club Vice President,  
Region 5**

# TIPS



## **TIP #1**

Be personal. Try to relate what you're talking about to the members and not just club officers.

## **TIP #2**

Prepare with your fellow club officers in advance. Make sure that everyone knows what they are talking about.

## **TIP #3**

Be inclusive. Make sure you're not the only one talking during the meetings! Ask other people in advance to talk about certain things.

## **TIP #4**

Welcome everyone! Make sure you say hi and introduce yourself to the people you don't know. A simple conversation can change the life of someone.

## **TIP #5**

Food attracts people. Have food at your meetings once in a while as an incentive for members to come to the meetings.

## **TIP #6**

Do the unexpected. Try introducing something new at every meeting!

## **TIP #7**

Recognize and acknowledge those who contribute to the club. Make sure the members are thanked for doing simple tasks such as attending the meeting or a service event!

## **TIP #8**

Let the members have a voice. Ensure that members are able to voice their opinions sometime during the meeting.

# resources

## Online Resources

[Duties of VP - KCI](#)

[AAR Manual](#)

Builders Club Manual

[Club building](#)

[Dues Manual](#)

[Fundraising Manual](#)

[Membership recruitment](#)

[Member Retention and Longevity](#)

[What is an E-Portfolio](#)

## Contact

[Instagram](#)

[Website](#)

[Twitter](#)

[YouTube](#)

**mde.chair@cnhkeyclub.org**

# credit page

*The CNH Key Club District would like to acknowledge the following individuals who have contributed to this guide.*

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