



# CNH | KEY CLUB

## — VICE — PRESIDENT'S *guide*

**CNH District Member Development & Education Committee**

Chair Shanelle Relucio | [mde.chair@cnhkeyclub.org](mailto:mde.chair@cnhkeyclub.org)

# 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!

- **2021-2022 Division D04E Lt. Governor Ashley Park, Division D28W Lt. Governor Samuel Ma, Division D36W Lt. Governor Frida Monreal**

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# TERM OUTLINE & DUTIES

## *section 1*



# DUTIES

Your main duties as Vice President is to help your club President. Which can mean multiple things but it will mainly include the following:

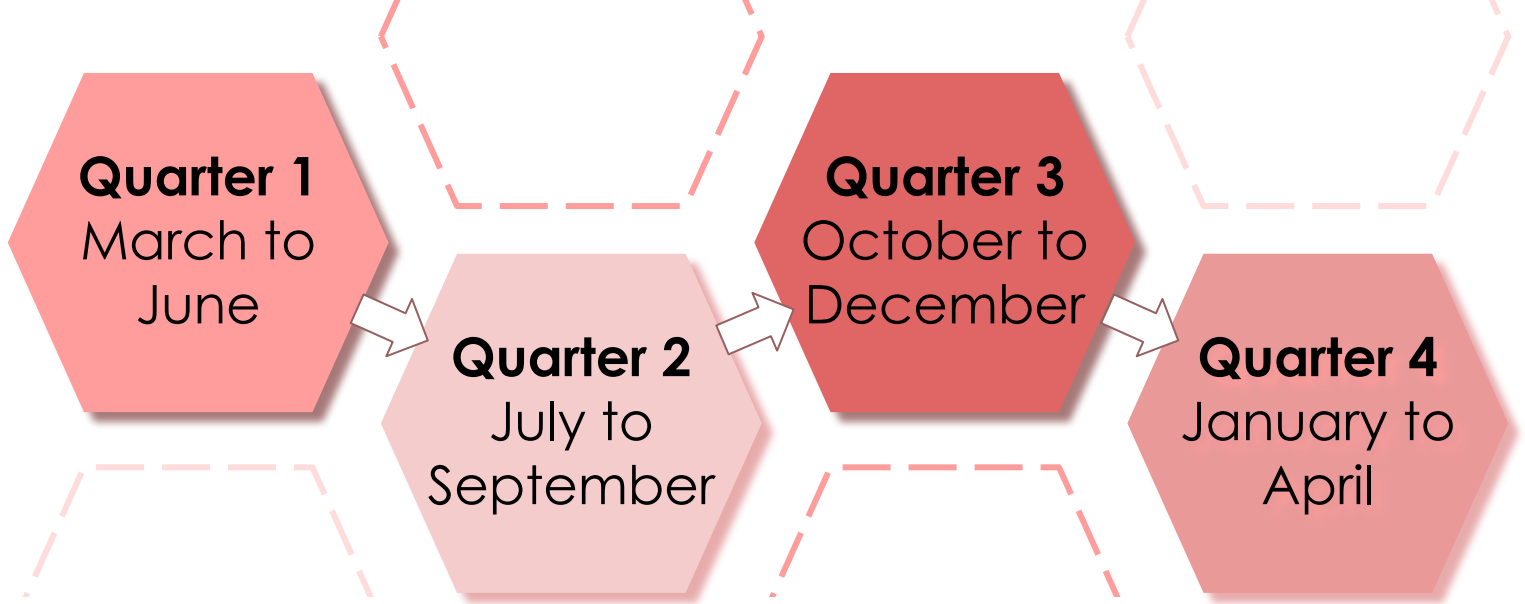
- ★ Helping other officers complete their duties
- ★ Attend all meeting (such as club meetings, DCMs, etc.)
- ★ Help plan service and fundraising events
- ★ Informing members about future events
- ★ Duties can vary if there is multiple Vice Presidents

In some instances there could be an officer board with multiple Vice Presidents. If this is the case it is important to divide responsibilities among each other as well as not having too much Vice Presidents elected. Some of these focuses can be service, fundraising, membership and 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

For a more detailed description of your responsibilities and tasks, take a look at the **term outline**.



## QUARTER 1

- ★ 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

- ★ 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 since it might 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 and etc.
- ★ Start planning transportation and promote RTC (Region training Conference)
- ★ Promote and contact your Kiwanis sponsor about DCON

## QUARTER 3

- ★ 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

- ★ Help members/officers with submitting recognition/district contest
- ★ Promote CNH and Kiwanis scholarship to your Senior members
- ★ Finalize plans for DCON
- ★ Also find delegates for the House of Delegates
- ★ Help train your future Vice President

### PERSONAL TIMELINE

Please take time off and stay considerate about your mental health! As Vice President you will be the person who will fill in the gaps in your officer board so you are very valuable. Stay consistent and in communication with your board to prevent issues. Family, friends and school should always come first before your duty as an Officer. So be sure to build a good relationship with your officer board and advisor just so that you are not afraid to say that you can't not do this certain task, etc. Communication will always be Key as Vice President.



# WORKING WITH OFFICERS

## *section 1*



# OFFICER

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 outside of 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
- ★ Communicates with LTG and DLT officers frequently
- ★ Relays information to general members

## secretary

### Stenographer, & dependable best friend

- ★ Records the status of the club

### TASKS

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

# treasurer

## Finance guru & thrifty companion

- Assists in dues payment & fundraising

### TASKS

- Assists in dues payment
- Creates fundraisers
- Records club funds and costs

# editor

## Tech guru, designer, publicist, & communicator

- Responsible for all club publicity and media

### TASKS

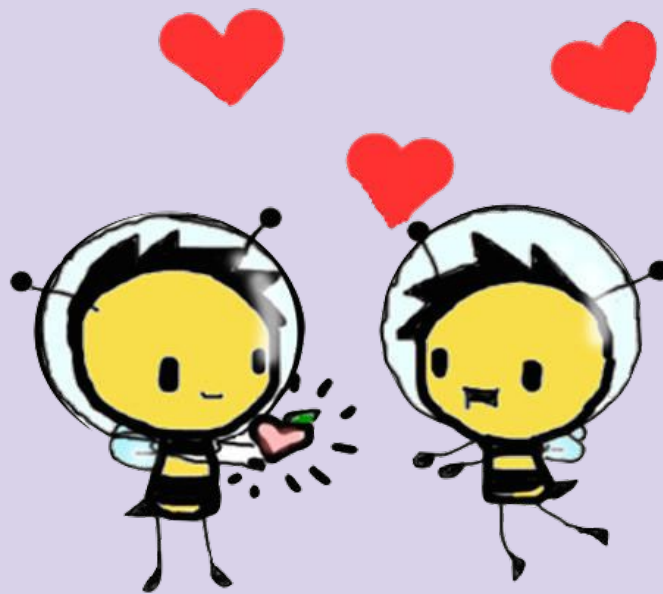
- Manages social media, website, etc.
- Creates newsletters, Articles & Visuals
- Creates Advertisements for events and for the club

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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, and Kiwanians.
- ★ Attend all events in which your attendance is requested. **Stay focused** and don't slack off!
  - Such as DCMs, Division events, all club events, etc.
- ★ Avoid any inappropriate actions.
- ★ 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* DO'S & DON'TS

## 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.

**Always stay SafeKEY online! Don't share personal information and THINK before you post.**

## *section 4*

# CONNECTIONS & COMMUNICATION





# Communicate with

## Your LTG!

- ★ **Email**, all LTG's for CNH have the same email but the division number and location is different!  
d##@cnhkeyclub.org
- ★ **Social Media**, all LTG's run their division social medias so you can always reach out to them through Instagram, Twitter, ect...
- ★ **Phone**, its 2021, we all have phones. Your always welcome to text/call your LTG (With their permission of course!)
- ★ **3rd party apps**, Remind is fairly popular with most schools but this is totally up to you on what you can use! Please make sure they follow your school districts list of approved communication programs!

## Your Advisors!

- ★ **Email**, it's always the safe way to go!
- ★ **3rd party apps**, your advisors should always be in any KC official group chats you have!

## Your Kiwanians!

- ★ **Attending meetings**, most of these folks are a little on the older side. Going out to meet them \*safely\* is one of the best things to do!
- ★ **Email**, always safe with an email!

## 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*

The following are some ideas for club goals:

- ★ \_\_\_\_\_ **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  
2021-2022 CNH District goals!

- ★ **35,000 Dues Paid Members**
- ★ **\$225,000 raised for PTP**
- ★ **900,000 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?**

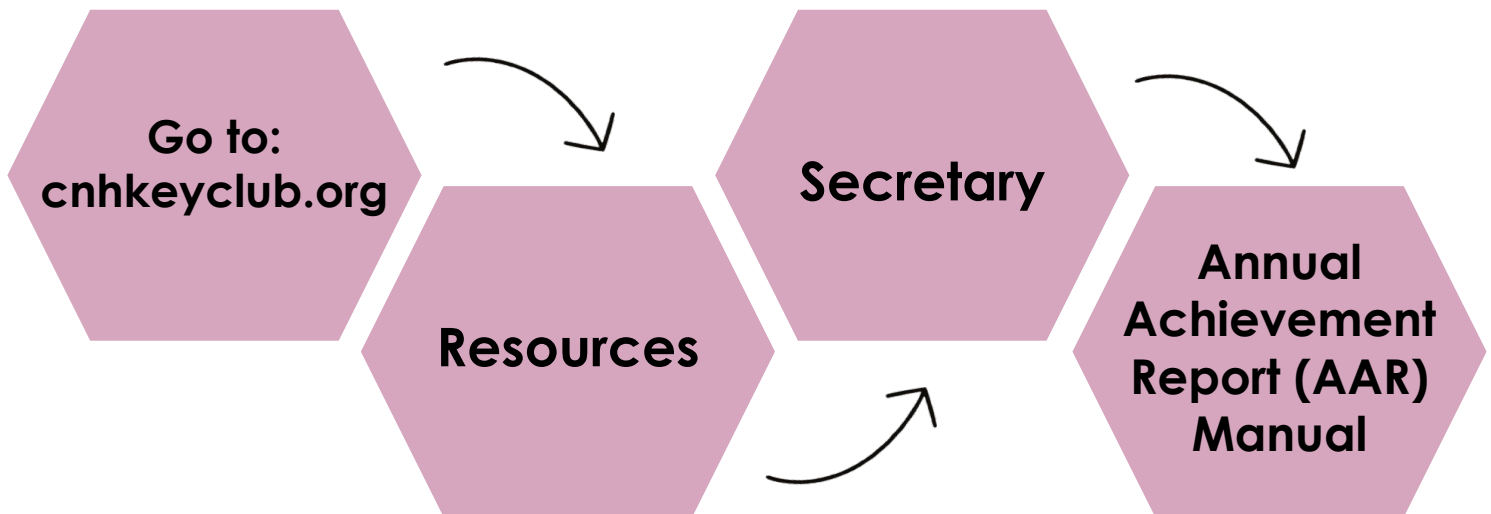
# *section 6* RECOGNITION



# 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...



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](http://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 Ninger
- ★ 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 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.

## **Officer of the month**

- Similar to member of the month, you can choose an 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*

## MISCELLANEOUS



# ADVICE FROM PREVIOUS VICE PRESIDENTS

*Hey future vice presidents of Key Club!*

Congratulations on joining the Key Club family! Your role as VP holds the same standards and values as any other member of the board. It will be your responsibility to step in anytime and take leadership in the case of your president's absence. You are ultimately the sidekick and right-hand man of your president so this includes being ready to take on any task or responsibility that comes your way! To serve as efficiently as possible, you must stay highly engaged with your officers as well as your club members and be there to assist whenever things go awry. As vice president, you will be responsible for making sure that your club functions smoothly in and out of the club meetings. Being a former vice president, I can tell you that many mistakes will be made, however, that it is nothing to be ashamed of as it is in these moments that we learn to grow and become an even better leader from them! In addition, remember that it is an honor to serve as the vice president and that your hard work, dedication, and leadership skills have led you capable of fulfilling this role successfully! So with that, remember to cherish these next few moments and most of all have fun!

- **Katelyn Kim, 2020-2021 OCA Key Club Vice President, Region 3**

During lockdown, maintaining club attendance can be super challenging but always keeping a positive mindset and attitude always draws in members. Advice while being a board officer during lockdown is to one, do many icebreaker activities for the members to bond and interact with. Many of them don't know each other and the board so it is good to do team bonding games. Two, is to find many online/socially distanced service events that members can participate in. Many people would not like to risk going out in large groups to do service so finding small, at home friendly service projects are very helpful. Three, have something members would wanna look forward to such as a game night, movie night or a study group within the club every now and then. This helps give members a reason to come back to each meeting and gives them something to look forward to. As for board meetings, try to attend as much as you can so you don't miss vital info or events coming up. It's a struggle to keep a club together during trying times but conquering it as a whole board makes it easier to come up with solutions and ideas. Although some events may not happen during a lock down such as RTC, still teach the members cheers for fun. They are the future of Key Club. Experiencing learning cheers will help them pass it on to the next gen of Key Club.

- **Gabby Valdez: - 2020-2021 WCTA Key Club Vice President, Region 5**

Being a Vice President means being able to support the president and stepping up when needed. That is why it is important to practice your leadership skills as well as taking careful note of details. A good VP should do their best to be friendly with all club members and board, that way, a strong support system is created. Creating bonds is productive for service events as well as in the long term. One of the best ways to do that is by holding specials at least once a month. Talking and helping members outside of Key Club is another great method.

- **Lyla Wahid: 2020-2021 TMS Key Club Vice President, Region 5**

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](#)

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[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.*

**Shanelle Relucio**, Member Development & Education Chair, 2021-2022

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