



RUNNING FOR CLUB OFFICE

Welcome to the **Running For Office Manual!** Here you will find everything you need to know about running for your club officer board.

With Love,

D43 LTG Nathan Rodriguez & D15W LTG Yahir Perez

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President

- **Host** club & board meetings.
- **Delegate tasks** and ensure completion (committees).
- Hold **club elections** prior to DCON & report results to your Lt. Governor.
- Attend **Kiwanis meetings**.
- **Serve** the members.

Vice President

- Readily available to **fill in** for President when needed.
- **Lead & assist** the other officers in their duties.
- Help **plan** events & fundraisers.
- **Serve** as a liaison between board and members.

Secretary

- Handle important **records, files, and details** needed for the operation of the club.
- Record **meeting minutes** of all club and board meetings.
- Record the **service hours** of all members in the club.
- **Compile** the roster of every member in the club.
- Complete & submit the **Monthly Report Form (MRF)** each month.
- Submit the **Annual Achievement Report (AAR)**.
- Keep **club bylaws** updated for each year.

Treasurer

- Ensure that **membership dues** are turned into school's Key Club account to pay dues.
- Work with an adult advisor to **collect** funds from fundraisers.
- Prepare a **financial report** for the club board.
- Create an **annual budget**.
- Obtain all financial **record, receipts, and files** from IP Treasurer (keep a binder or shared Google Drive).
- Complete the **Member Update Center (MUC)** after dues are collected.

Editor/Historian

- Update & maintain the **club website**.
- Produce a **monthly newsletter**.
- Create a **calendar of events** for the club.
- Send in **articles & visuals** to the Division News Editor.
- Create **promotional materials** to spread over the web, social media, and in person.
- Follow the [Key Club Brand Guide and Graphic Standards](#).

Elected

Clubs **MUST** host an election and elect the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Editor

versus...

Appointed

Clubs can have **additional positions** which the officer board may appoint such as

- Publicity
- Service Coordinators
- Fundraising Coordinators
- Class Representatives
- Spirit Coordinators

These positions typically **do not require an election**, but an **application instead**.

Election Requirements

- ★ Conducted no later than 45 days before DCON.
- ★ Must meet quorum (50% or more dues-paid members in attendance) in order to host an election.
- ★ Once speeches are completed, dues-paid members are given a secret ballot to vote on each office.
- ★ Members may vote “no confidence” if a candidate is unopposed and is not deemed fit.
- ★ All ballots must be collected and counted by the club advisors.
- ★ Results will be announced either at the end or at another club meeting.

What to Prepare?

Candidates will have 3 to 5 minutes to give their speech, followed by a 4 minute [caucus session](#).

Note that no campaigning is allowed beforehand.

Candidate Checklist

Candidates must be dues paid members.

Candidates must complete & submit a service agreement.

- [President Service Agreement](#)
- [Vice President Service Agreement](#)
- [Secretary Service Agreement](#)
- [Treasurer Service Agreement](#)
- [Editor Service Agreement](#)

To prepare, candidates may:

- Practice their speech.
- Prepare for potential interviews.
- [Review possible caucus questions.](#)

What CAN'T you do?

- Candidates are **NOT ABLE TO:**
 - Distribute any campaigning materials
 - EXAMPLE: posters, flyers, gifts, social media advertisements

What CAN you do?

- Candidates are **ABLE TO:**
 - Say “yes” when asked whether or not they are a candidate.

Violation

- Violating campaigning policies may lead to a warning being issued OR disqualification of candidacy.

The thought of giving speeches and attending interviews to run for club office can be overwhelming. However, do not let your fear of not being elected stop you from applying! You never know what the outcome of something will be until it happens.

Before election day, make sure to properly prepare your speech early. Practice can help you feel less nervous when election time comes! When writing your speech, consider talking about issues within the club you have noticed as a member and explain how you plan to address these issues throughout the term. Talk about what you hope to bring to the club and how you will follow through with these promises! For the (potential) interview and caucus section, practice answering questions from past Key Club officer elections, such as the series of questions LTGs are asked during their conclave caucus sessions! There are so many resources online you could use to prepare for possible questions your interviewer or members may have.

If you do not get elected, remember that Key Club is not just about positions but focuses on helping the community. Even if not chosen to lead a position there are still so many ways to continue being involved with the club!



Maggie Hsieh | D15W | President



Suyeon Hwang | D43 | Past President, MR Chair

Don't worry about your competition, you and your unique ideas and how you convey to the members that your ideas will work for the better is most important!

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*Thank you
for reading!*

