

JHS Key Club OFFICER Elections 2011-2012

Club president

The club president is responsible for setting and monitoring the goals of the club, running club meetings, appointing committee chairs and delegating tasks as necessary, recruiting, training and retaining members and maintaining regular communication with the lieutenant governor of his or her division.

Club vice president

The role of the club vice president can be summarized in one word: service. The vice president serves the president, other club officers, committees and the general membership. He or she is also expected to learn the duties of the president in order to fill in or take over as necessary.

Club secretary

The office of secretary is one of the most demanding in the organization and a good secretary is essential to the proper functioning of any Key Club. The secretary is responsible for taking minutes, keeping records and maintaining all important files for the club.

Club treasurer

The club treasurer controls the club's money, both its collection and disbursement. He or she collects member dues, prepares and monitors the budget and maintains accurate financial records.

Club Activities Coordinator

The club activities coordinator finds/creates service activities, makes contacts with members in order to coordinate service activities.

Club Public Relations

The club public relations officer manages publicity at school and community level, brings information to the club about convention and Kiwanis, keeps the Key Club website up to date, makes written announcements for the school, and generates emails for club communication.

FOR A FULL LIST OF OFFICER DUTIES, VISIT:

[WWW.KEYCLUB.ORG/LEADERSHIP/BAL/READCLUB](http://www.keyclub.org/leadership/bal/readclub)

CANDIDATE INFORMATION:

NAME: _____

GRADE LEVEL: _____

PHONE NUMBER: _____

EMAIL: _____

Which Position are you interested in running for? _____

How many years have you participated in Key Club? _____

How many Key Club service hours have you completed for 1st semester of 2010-11? _____

Why do you want this position? What makes you qualified? (Feel free to attach another page)

What is your greatest strength and weakness that will affect you as a leader?

What other activities are you currently or planning on being involved in next year? How will they affect your dedication to Key Club? (Other clubs, sports, jobs, academics, etc.)

If elected, what new ideas or improvements will you bring to the club next year?