

# KEY CLUB AGENDA – OFFICER MEETING

January 14, 2020

## OBJECTIVES:

1. Discuss elections (2/2/2020)
2. Discuss officer roles and responsibilities
3. Brainstorm upcoming projects. At least one per month goal!
4. Plan a general member meeting.

## OFFICER ROLES AND RESPONSIBILITIES

### President

- Oversees all club events and meetings
- Assures all members are up to date
- Oversees the needs of the club
- Makes agenda for club officer meeting and general meeting
- Will run officer meetings
- Keep record of all completed service hours per student
- Email officers to remind them of officer meeting dates
- Collect an officer report from each position each month on updates

### Vice President

- Assists president in overseeing all operations of the club
- Works with President to create agenda for general member meeting
- Takes notes during club officer meeting
- Will co-run general member key club meetings
- Keep record of all completed service hours per student
- Email general member agenda to club after meeting

## **Secretary**

- Take attendance at all general member meetings
- Take notes at all general member meetings as to what was discussed
- Make a monthly calendar of events
- Email updates to key club to remind them about gen member meetings

## **Treasurer**

- Keep a log of all dues for each member if paid or not
- Track all food donations, how many cans, etc.
- Estimate cost of upcoming events, supplies needed, etc.

## **Webmaster**

- Email updates to key club to remind them service events
- Take pictures at all events and during service projects for newsletter
- Create monthly newsletter of updates and highlights from each month
- Social media posts/announcements

## **Class Directors (Freshman-Senior)**

- Create ideas to recruit to new club members
- Plan ideas for an event as a group to introduce new students to key club to get involved
- Make a list of all events we have completed to share with new members
- Spread news of key club events to members in your grade
- Let the club know about any other fundraisers going on in you grade that we can support
- Work with other directors to brainstorm and share ideas to work with your class