



RUNNING FOR

club office



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Welcome to the Running For Club Office Manual!
This guide shares all the information you need to know about running for your club officer board.

Happy Reading!

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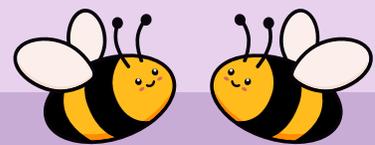
President

- Host club & board meetings
- Delegate tasks and ensure completion (committees)
- Hold club elections prior to DCON & report results to your Lieutenant 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 and fundraisers
- Serve as a liaison between board and members

Secretary



- Handle important club files, records, and details
- Record meeting minutes of all club and board meetings
- Record service hours of all members in the club
- Compile the roster of all members in the club
- Complete and submit the Monthly Reprot Form (MRF) every month
- Submit the Annual Achievement Report (AAR)

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 Membership Update Center (MUC) after dues are collected



Editor/Historian

- Update and maintain the club website
- Produce a monthly newsletter
- Create a calendar of events for the club
- Send in articles and 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

Candidate Requirements

- Candidates must be dues paid members
- Candidates must complete and 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 caucus or interview questions

Election Procedure

- 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 advisor
- Results will be announced either at the end or at another club meeting

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 for club office

Violation

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

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*Thank you for
reading!*

