



# VICE PRESIDENT'S GUIDE

2024-2025 EDITION



# INTRODUCTIONS

CONGRATULATIONS! You have been elected as YOUR club's Vice President!

At first, you may be somewhat confused on your duties as Vice President, but that is completely okay, as we are here to walk you through it! The role of Vice President may vary depending on the club within the division. But regardless, just know that the work you do is just as important as any other board officer.

The role of Vice President is unique in the way that you could be responsible for completing many different tasks, or serve as an auxiliary member of the board. For example, you could help out or fill in for your President, assist other officers for matters such as fundraising, finding service, taking attendance, or even specialize in a certain area within your club. But in any case, being a Vice President is extremely flexible.

Throughout this term, you will learn and grow alongside your officers. We cannot wait to see you BEE the best Vice President you can BEE. Good luck!

- 2024-2025 Division 04 Central Lt. Governor Ian Encarnacion
- 2024-2025 Division 04 North Lt. Governor Kyle Nguyen



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# SECTION 1

## TERM OUTLINE

### & GOALS





## quarter one :

- April - June
- Create goals with your officer board and advisors
  - **This can also be the start of building relationships with your officer board and faculty/Kiwanis Advisors**
- Help your board adjust to their roles and learn which roles you will take on
- Lay baseline expectations for the board throughout the term
- Plan service and fundraising events
- Promote Officer Training Conference to your officers and members so they can attend
- Start connecting with other clubs within your division

## quarter two :

- July-September
- Plan and attend member bonding events, service projects, etc.
- Promote and attend Kiwanis DCMs, Division Service Events, etc.
- Start planning and attending club rush
  - **Craft a member recruitment plan** and continue recruiting
- Help prepare secretaries and treasurers for the dues process
  - **Be sure to stay in close contact with your school's ASB and Faculty Advisor as it may take a long time**
- Promote and plan for Fall Rally
- Start planning transportation and promote RTC (Region Training Conference)
- Promote and contact your Kiwanis sponsor about DCON
- Educate your members about district level awards and recognition



As a Vice President, you will have many responsibilities and it is crucial for you to take care of yourself!

## quarter three :

- October-December
- Start collecting dues and assist the Treasurer and Secretary with tracking and submitting dues
  - **Contact your ASB to eliminate any roadblocks in the paying dues process; it might be tricky!**
- Start thinking about how your club can donate to PTP (Pediatric Trauma Program)
- Finalize Fall Rally preparations with your President
- Start planning for DCON costs with your officer board, advisor, and Kiwanis Sponsor
- Help promote District Awards and reminding members and officers about submission dates
  - **Also begin your E-Portfolio and getting E-Signatures, Letter of Recommendation, etc. for Distinguished Vice President**

## quarter four :

- January-April
- Help members/officers with submitting recognition/district contests
- Promote CNH and Kiwanis Scholarships to your Senior members
- Assist in finalizing plans for DCON while also finding delegates for House of Delegates
  - Work with club board and Kiwanis Sponsors to receive aid for DCON funding
- Assist in club elections for the following year
- Give your future Vice President proper training for the upcoming term



- Make sure to always take your mental health into consideration
- If things get overwhelming don't BEE afraid to ask for help!

# HOW TO SET *goals*

- Reflect on the results of last term
- Pinpoint what is most important to the club
  - **Goals must have a benefit for you in order to stay committed to them**
- Identify minor and outstanding issues that your club may have
- Plan for short and long-term goals you can achieve
- Identify the challenges that may come up or stand in the way of you accomplishing your goal
- Write your goals down and put them in a place you can see regularly
- Adjust your goals as necessary as many times needed
- Set a timeline with a start and stop date
  - **Setting a deadline will help you to stay motivated in accomplishing the goal**

**S**pecific

**M**easurable

**A**chievable

**R**ealistic

**T**imely

## *action plan*

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?

# GOAL IDEAS

- \_\_\_\_\_ **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 MAP**
- **APPLY FOR \_\_\_\_\_ CONTESTS**

# DISTRICT GOALS

**BEE sure to consider how your club will contribute to the 2024-2025 CNH District goals!**

**32,000 Dues Paid Members**  
**\$175,000 raised for PTP/YES Initiative**  
**425,000 Service Hours**



# SECTION 2

## DUTIES





# DUTIES

***As Vice President, your main duty is to assist your Club President, which has multiple meanings but will mainly include the following:***

- Helping other officers complete their duties
- Attending all meetings (such as club meetings, DCMs, etc.)
- Helping plan service and fundraising events
- Informing members about future events
- Communicating with your Lt. Governor
- Attending Kiwanis meetings

Note: Duties can vary if there are multiple Vice Presidents

In some instances, an officer board may have multiple Vice Presidents. If this is the case, it is important to divide responsibilities among each other as well as not having too many Vice Presidents elected.

## **Some focus tasks that may be divided can be:**

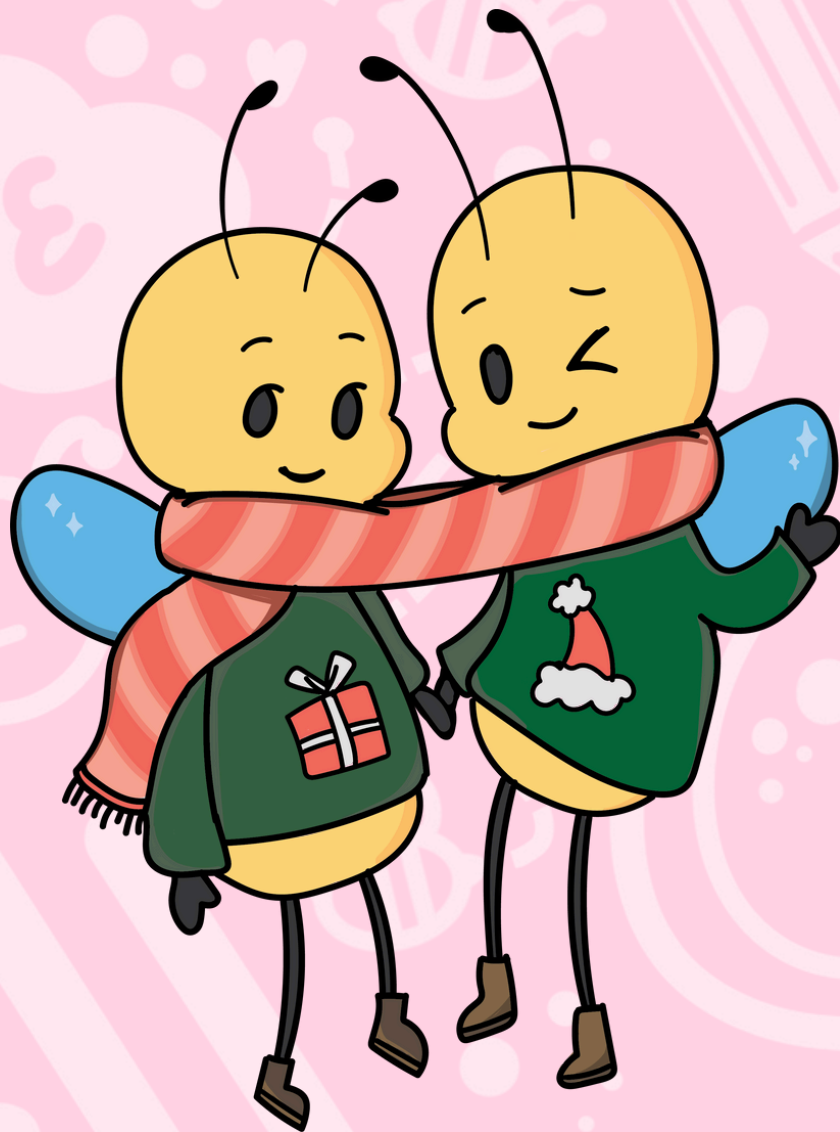
- Service
- Fundraising
- Membership
- Spirit

*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** monthly
- Remain in contact with your Lt. Governor

# SECTION 3

# CONNECTIONS



# COMMUNICATING WITH

## *Lieutenant governor*

- **Email.** All LTG's for CNH have the same email formatting. Replace the ## with your division number. [d##.ltg@cnhkeyclub.org]
- **Social Media.** Many LTG's run their division social media so if you cannot get ahold of your LTG, try sending them a message through their division accounts.
- **Phone.** Many LTG's have posted their phone numbers during division events. With their permission, texting your LTG may be a great resource for quick communication.

## *advisor*

- **Email.** Most advisors will have an active email for communication. This will most likely be the best method of communication for most advisors.
- **3rd Party Apps.** Your advisors should always be in any Key Club official group chats you have; constantly update your advisors!

## *Kiwanis*

- **Attending Meetings.** As many Kiwanians are not as familiar with current-day technology, going to Kiwanis events will allow a whole new style of communication. Try your best to attend these meetings and update the Kiwanians on your club activities.
- **Email.** As per usual, email will be a reliable source of communication.

# CREATING *connections*

- Know your officers!
- Know your members!
- Know your Lt. Governor!
- Keep in touch with all your officers
- Bond with everyone in your club
- Bond with other officers in your division!
  - **Spread and share ideas amongst other clubs**
  - **Help others, and they may help you!**

# MAINTAINING *connections*

- BEE the one to initiate the conversations
- Feel free to banter and have small talk
- Work together with other clubs on joint projects and events
- Update other clubs regularly on your own clubs to stay in touch and gather inspiration

# GENERAL *tips*

- Communicate consistently with everyone!
- Have casual conversations to break the ice
- Stay in contact with your officers and update them about everything you do for the club



# SECTION 4

## WORKING WITH

### OFFICERS





# THE OTHER *officers*



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.

**You may have additional positions on your officer board other than the following. Be sure to work your President and club to clearly define what these officers will be doing!**

**See below for a basic breakdown of the main positions!**

## *presidents*

### **LEADER & ENFORCER**

- Maintains communication between the Division and the club

### **TASKS**

- Lead meetings and delegate tasks
- Communicate with Lt. Governor and DLT Officers frequently
- Relay information to general members

## *secretaries*

### **STENOGRAPHER & DEPENDABLE BEST FRIEND**

- Record the status of the club
- ### **TASKS**
- Record club activity through MRF, Meeting Minutes, etc.
  - Record service hours for EVERY member
  - Update Member Update Center with any new members

## FINANCE GURU & THRIFTY COMPANION

- Assist in dues payment & fundraising

### TASKS

- Assist in dues payment
- Plan fundraisers
- Record club expenditures and revenues

## TECH GURU, DESIGNER, PUBLICIST, & COMMUNICATOR

- Responsible for all club publicity and media

### TASKS

- Manage social media, website, etc.
- Create newsletter and Articles & Visuals
- Create visual media for events and club

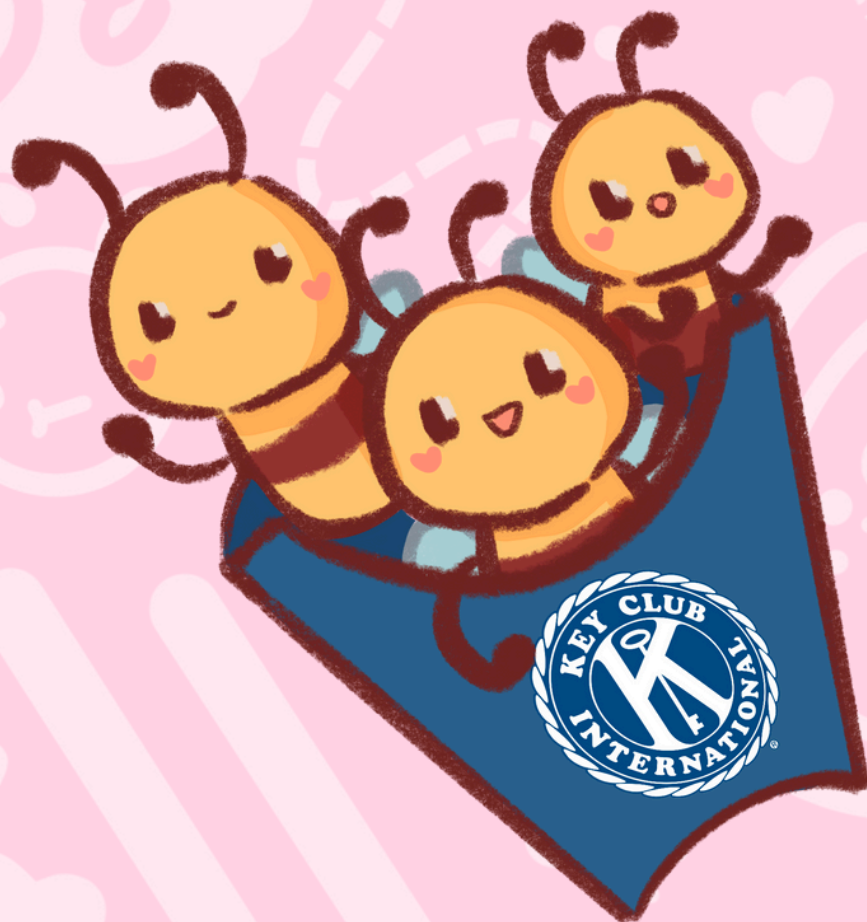
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# MAKE SURE TO . . .

- Maintain constant communication
- Establish tasks on a consistent basis to ensure that all officers are fulfilling their expectations and responsibilities
  - **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
  - While they are optional, **many of the most successful clubs utilize committees**

# SECTION 5

## PROFESSIONALISM



# BEHAVIOR

- Always show **RESPECT** to those around you!
  - This includes adults, advisors, and Kiwanians
- Attend all events in which your attendance is requested. Keep your focus and don't let up!
  - Such as DCMs, Division events, All club events, etc.
- **Stay focused** and don't slack off!
- Try to keep a **positive attitude**. Having a negative attitude 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 members to ensure they can hear you!




# EMAIL ETIQUETTE

Throughout the term, you will send emails to your Lieutenant Governor, advisors, school, organizations, and more. It is important to follow proper email etiquette in order to stay formal and professional in your emails!

appropriate example

salutation

Service Project Suggestions | Bee Key Club Inbox x

 **Rachel An** <mde.chair@cnhkeyclub.org> 12:45 PM (0 minutes ago) ☆ ↶ ⋮  
to me ▾

**Hello [Name]!**

Bee Key Club has participated in a food distribution service project for the past few years, but due to unforeseen circumstances, it has come to an end. As a result, we were wondering if you have any service project ideas that you would recommend to us.

Please let me know if you have any questions, comments, or concerns. Thank you for your time and consideration. I look forward to hearing back from you!

**Questing into SERVICE with you,**  
**Rachel An (she/her)** 🐝

2024-2025 Membership Development and Education Chair  
California-Nevada-Hawaii District  
Key Club International  
Cell: (949) 395-4655

*"The most important thing is to enjoy your life--to be happy--it's all that matters" – Steve Jobs.*

proper closing sentence

TIP: Create an email signature for your emails!



# SOCIAL NETWORKING



Being such a large organization, Key Club is a valuable source to make lasting friendships and connections. With this, being safe should always be taken into consideration. Your words and actions play a large part in representing Key Club, and as leaders, it is crucial to keep in mind what you say or post.

## DO'S AND 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.

# SECTION 6

# RECOGNITION



# MEMBER

# RECOGNITION

Your members can apply for their own international, district, and division awards. The following can be found on the CNH CyberKey:

- Member of the Year
- Sandy Nininger
- Talent

Find the rules and details for all these awards by going to:

- [cnhkeyclub.org](http://cnhkeyclub.org)
  - > Recognition
  - > Contests

Recognition goes beyond filling out applications for contests and creating E-Portfolios. As Vice 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 outstanding 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.

# SECTION 7

## ADVICE





# TIPS



MDE

*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*

Recognize and acknowledge those who contribute to the club. Make sure to thank members for things such as attending the meeting or a service event!

*tip #5*

Let the members have a voice. Ensure that members are able to voice their opinions sometime during the meeting.



# THANK YOU

## FOR

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