

Palo Alto Key Club 2009-2010 Elected and Appointed Officers

Friday, February 5, 2010

Dear Key Clubber,

Thank you for your interest in becoming an officer of the Palo Alto High School Key Club! Paly Key Club is part of the largest and best student-run service club in the world. As an officer, you have the opportunity not only to serve the community as an individual but also to enable and inspire others to become dedicated to service.

The positions open for election are: President, Vice President(s), Secretary, Treasurer, and Publicity Chair. Each candidate may run for only one position. Only one candidate will be elected to each position, except for Vice President, which may have two persons elected (under different focuses). To nominate yourself for a position, you must perform the following:

1. Fill out the **CANDIDACY AGREEMENT FORM** in this document and **deliver it to Erika Ji in person by the club meeting on Wednesday, February 10.**
2. Write a **CANDIDATE STATEMENT**, to be included in a special election bulletin. Your statement should include: your name and grade, why you are running for the position, qualifications, examples of leadership and work, and what you will bring to Key Club if elected to the Paly Key Club leadership. **Email the statement to stina.lee10@gmail.com in .doc form by Wednesday, February 17, 11:59 PM.**
3. **Prepare a speech and be ready to answer questions from the club.** Your speech should cover your qualifications for the position and your goals if you are elected. Your speech will not exceed 2 minutes, and your total time will not exceed 4 minutes. Stricter requirements may be added at the election committee's discretion.

The following positions are open for application: Bulletin Editor, Project Coordinator, and Webmaster. This document includes information regarding the duties of appointed officers, but appointed officers will be determined by the old and new boards after the election.

If you have questions or concerns regarding the duties of officers, the election process, or other election-related material, please feel free to contact any of the current officers for more information.

Erika Ji
2008-2010 Club President
Palo Alto High School Key Club

OFFICER DUTIES

Palo Alto High School Key Club

ALL CLUB OFFICERS

- attend all club meetings, board meetings, and division/district events as possible
- attend service projects: minimum of one per month, accrue minimum of 50 hours during term
- communicate and work together with the club officers
- chair for or play a primary role in at least one major project during the year
- be willing to accept responsibility for the enumerated responsibilities below as well as additional assigned tasks related to the function and well-being of the club, though it may not pertain specifically to the job description
- display club spirit, motivate others to participate, and set a leading example
- aim to help the club go above and beyond
- train successor

All officers should expect some involvement in all of the following club projects and events: District Convention, One Dollar for Life, Fast for Awareness, Relay for Life, Club Day, American Apparel Hoodie Fundraiser, Blood Drives, Caroling for Cans, Mr. Key Club Pageant, and other events as determined by the board of officers.

PRESIDENT

The president represents the club and ensures that the club functions smoothly. He/she:

- creates agendas, runs weekly club meetings, keeps members informed about Key Club events and opportunities
- runs monthly board meetings, works with officers to set goals for the club and create standing committees, keeps officers and committees on task
- leads major club projects, delegates duties as necessary, takes responsibility for club mistakes, finds solutions
- communicates with the lieutenant governor, faculty advisor, Kiwanis advisor and club, school administrators, outside organizations
- attends division/district and Kiwanis events
- helps conduct elections and appointments, encourages member and club recognition

The president should expect primary involvement in all major club projects and events.

VICE PRESIDENT(S)

The vice president also represents the club and ensures that the club functions smoothly. He/she:

- should be ready to assume the president's or any other club officer's responsibilities at any time
- oversees standing and event committees, keeps officers and committees on task
- is in charge of member recognition and new member education
- communicates with the lieutenant governor, faculty advisor, Kiwanis advisor and club, school administrators, outside organizations
- attends division/district events and Kiwanis events

SECRETARY

The secretary is responsible for organizing paper and electronic documentation for the club. He/she:

- creates and processes event sign-up sheets for club meetings
- records meeting attendance and meeting minutes
- documents and verifies member community service hours for service projects
- processes event recap forms and fills out the Monthly Report Form
- collects member profile information and updates the club roster and elections form

TREASURER

The treasurer is responsible for the financial wellness of the club. He/she:

- prepares the club budget and financial goals
- collects and submits member dues to Key Club International
- counts and calculates money totals, ensures smooth financial transactions
- monitors club finances, submits the Treasurer's Monthly Report Form
- initiates fundraisers for service and for the club

PUBLICITY CHAIR

The publicity chair promotes the club and its events. He/she:

- recruits and works with publicity committee members
- organizes Club Day and general club publicity activities
- designs and creates flyers and posters, writes bulletin and Paly Link announcements
- distributes publicity material across campus

BULLETIN EDITOR (appointed)

The bulletin editor publishes a monthly newsletter filled with Key Club information. He/she:

- compiles the bulletin, which may include but is not limited to: editor letter, past/future event information, special announcements, member recognition, photos, officer contact information
- creates a bulletin template adhering to graphic standards
- writes articles on events and submits articles to the division and district
- submits daily bulletin forms for weekly club meetings

PROJECT COORDINATOR (appointed)

The project coordinator finds service projects for the Key Club calendar. He/she:

- finds service projects for open weekends, contacts event coordinator
- ensures presence of a project chair at every event
- writes project descriptions, emails signed-up members with project details
- creates member sign-in sheets, sends hours to secretary

WEBMASTER (appointed)

The webmaster maintains the club's online extensions. He/she:

- designs a layout for the website according to graphic standards
- updates the Key Club website, Google Calendar, and Facebook group
- modifies the website design for ease of use and increased member interaction
- oversees technology at club events

CANDIDACY AGREEMENT

Palo Alto High School Key Club

Due Wednesday, February 10, 2010 in person to Erika Ji

Key Club Pledge

I pledge, on my honor,
to uphold the Objects of Key Club International;
to build my home, school and community;
to serve my nation and God;
and combat all forces which tend to undermine these institutions.

Election Requirement

I am currently an official Key Club member with dues paid.
I plan to attend Palo Alto Senior High School next year.
I have attended five (5) or more service events during this past Key Club year.

Candidacy Terms

By filling out the information below and delivering this form, I affirm the following:

I have read and understood the duties of all officers.

If elected, I agree to uphold all responsibilities for my position,
and try to go above and beyond in fulfilling the responsibilities for my position.

I understand that failure to do so may result in my removal from office.

Candidate Name _____

Candidacy Position _____

Signature _____

Date _____