

Key Club Officer Application

*Note to applicants – position as officer is a year-long term and commitment. You must try to regularly attend the weekly meetings

President

The Key Club president presides over general operations. This includes creating an agenda for weekly meetings, talking with the Key Club adviser about the direction of the club and presenting available volunteer opportunities. On a monthly basis, the Key Club president must also preside over a board of directors meeting, verify that the other officers are keeping up with their duties and maintain contact with the high school administration. Additionally, presidents must work toward increasing the membership of the club and act as a role model for the rest of the club. Must attend **at least** 90% of future events; must have at least 50 hours of service in first and second semester of coming year.

Vice President

The Key Club vice president functions as an assistant to the president. This includes running the meetings when the president cannot be present, gathering information for the weekly newsletter and actively campaigning to increase Key Club membership. Also, the vice president acts as a counselor to committees, attending committee meetings on a monthly basis and providing advice. For this reason, the vice president is an ex-officio member of all committees. Must attend **at least** 80% of future events; must have at least 40 hours of service in first and second semester of coming year.

Secretary

Key Club secretarial duties involve managing Key Club records. The secretary keeps a copy of all the Key Club bylaws, guides, committee reports, club rosters and publications. On a weekly basis, the Key Club secretary composes club minutes. The secretary also writes monthly reports to the district. Must attend **at least** 70% of future events; must have at least 30 hours of service in first and second semester of coming year.

Treasurer

The Key club treasurer handles the club's money. Important duties for the treasurer include collecting membership dues, forwarding dues to the international office, filing forms with the Internal Revenue Service, reconciling statements and managing the annual budget. The treasurer must consult with the Kiwanis adviser on all money transactions. Must attend **at least** 70% of future events; must have at least 30 hours of service in first and second semester of coming year.

Prerequisites:

President:	Must have attended 80% of past meetings and events
Vice President:	Must have attended 70% of past meetings and events
Secretary:	Must have attended 60% of past meetings and events
Treasurer:	Must have attended 60% of past meetings and events

Name: _____ Class: _____

Email Address: _____

Interested Position(s) (Limit 3):

First Choice: _____

Second Choice: _____

Third Choice: _____

1. Why do you want to be an officer in Key Club?
2. What characteristics do you have that qualify you for the specific position(s) you are applying for?
3. In what other activities (both in and outside school) are you involved?
4. Sometimes during the year, there is a scarcity of community service projects. How would you solve this issue and keep the members of the club active?
5. If you are elected officer, what is the first, immediate task you will do and how?
6. Describe the vision you have for Key Club for the 2011-2012 school year and how you specifically plan to implement your vision.

I, _____, **certify that the information provided is complete and accurate. I also certify that I am the author of the answers provided and that they are true and of the utmost sincerity.**

Signature: _____ Date: _____

Sign below if you give your consent for the student above to run for office and commit the necessary time and effort to make Waukesha South Key Club a success if he/she is elected as officer.

Parent Signature: _____ Date: _____