

Key Club district administrator

Position summary

Responsible for providing quality and efficient leadership to, and administration of, the Key Club district organization and Kiwanis district committee on Key Club as vital components of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31 (unless the district convention occurs after April 1).

Position responsibilities

AMBASSADORSHIP

District administrators are the “adult face” of the program in their district. This means they should be advocates for the program, represent the program at district events, and generally serve as the primary “go-to” person for the program in their district.

Position requirements:

- Serve as primary liaison between the Key Club and the Kiwanis district.
- Develop a positive working relationship with the Kiwanis district governor, governor-elect, secretary and other district leadership to administer the Key Club district organization.
- Provide training and information on Key Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference, meeting of the district board of trustees and other meetings/conferences as appropriate.
- Promote the Key Club program throughout the Kiwanis district through articles, mailing and presentations.
- In coordination with the Key Club governor, provide a report to the Kiwanis district board which highlights the activities of the Key Club board as well as the Key Club district.
- Assist the district treasurer and budget committee in financial planning and reporting.
- Understand the Youth Protection Guidelines and how they relate to Key Club programming.

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the Key Club district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in your district.

OPENING NEW CLUBS

District administrators are the primary drivers for opening new clubs in their districts. They support new clubs through the club-opening and chartering processes. Administrators should also look for opportunities in their districts to promote Key Club to potential host sites such as schools and agencies.

Position requirements:

- Provide assistance by facilitating the relationship between potential Key Club host sites and Kiwanis clubs.
- Help Key Club district officers develop strategies for membership development and retention for existing Key Clubs.
- When a Key Club is chartering without a Kiwanis sponsor, certify to Kiwanis International that no Kiwanis club is available or interested to provide sponsorship.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty/facility advisors. Administrators should find ways to recognize the work of the club advisors and develop means to help them do their best work.

Position requirements:

- Coordinate a communication plan with the Key Club advisor and members with the Key Club governor with a focus on strengthening existing clubs.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors with clear objectives and goals.
- Attend club meetings and division council meetings (as invited) when possible.
- Provide educational materials and resources to advisors:
 - Service project ideas
 - Fundraising ideas
 - Preferred charity information
 - Information provided to you through weekly emails from Kiwanis International, as appropriate

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches — and good at putting people in positions where their strengths match program needs.

Position requirements:

- Serve as a chair of the district committee on Key Club.
- Train committee members to collaborate on the district goals for Key Club.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International trustee who serves as board counselor and staff and their district. This could include forwarding information, providing updates, responding to requests, providing assistance in billing/membership issues and representing the interests of Kiwanis International.

Position requirements:

- Assist with Key Club dues collections.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information (shareyourstory@kiwanis.org).
- Provide constructive input regarding program development.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of Key Club International.
- Attend Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

BOARD ADVISING

District administrators serve as the district's Kiwanis representative to the Key Club governor and to the district board, including supervision of board meetings, coordination of training of board members and overseeing financial aspects of the Key Club district.

Position requirements:

- Complete a District Team Agreement with the Key Club governor annually and uphold each point of agreement.
- Guide, counsel and advise the Key Club district board and officers.
- Coordinate the training of the Key Club district board and officers, to include strategic planning and goal setting, organizational and financial management, Kiwanis-family structure, teambuilding and leadership development.
- Oversee the management of Key Club district finances, consistent with policies and procedures of Key Club International and the Kiwanis district.
- Oversee the administrative operations of the Key Club district.
- Serve as an ex-officio (non-voting) member of the Key Club district board.

DISTRICT EVENT MANAGEMENT

The district administrator, in conjunction with the Key Club district board, shall plan and execute the Key Club district convention.

Position requirements:

- Ensure the planning and execution of all Key Club district board meetings, conferences and conventions.
- Serve as individual assuming responsibility at all Key Club district events.
- Host an annual Key Club district convention:
 - Promotion
 - Program/schedule development
 - Convention registration fees
 - Keynote and workshop speakers
 - Convention program (possible advertising)
 - Execution of event
- Coordinate the annual contests and awards, elections
- Submit annual District Report Form

Suggested qualifications**Educational background:**

- Bachelor's degree preferred, but not required

Position descriptions

Experiences:

- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Experience in high school student activities or leadership development
- Financial planning and budgeting
- Event planning

Skills:

- Computer proficiency
- Internet and email access

Other:

- Kiwanis membership
- Previous experience with Key Club

