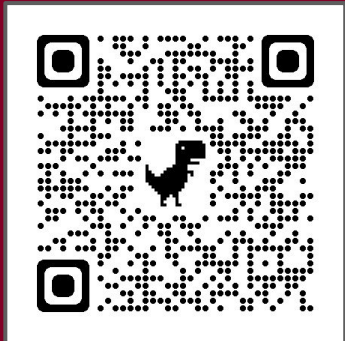


Ohio District of Circle K International (ODCKI) 2024/2025

Club Vice-President Training

ODCKI SpOT 2024



Note:

All underlined phrases contain links to intended content to help save time and answer questions

Club Training Notes

All slides will be delivered to ACTIVE ODCKI Clubs for proper officer trainings.

If you have any questions, please reach out to governor@ohiocki.org

Club Vice-President Training Agenda

- Introduction
- CKI Structure
- Divisions
- Lieutenant Governors
- Duties / Responsibilities
- Club Committees
- District Engagement
- Questions

Introduction

- Name
- School
- Year in School
- What Disney Prince/Princess are you?



Overview/Responsibilities

Club Vice President Overview

The vice president is responsible for the club in the absence of the club president and should assist the president and other officers with their duties.

- The vice president must be current on all club activities and understand the president's responsibilities.

Club Vice President Responsibilities

A summary of the club vice president's goals are:

- **Oversee all committee activities.**
- **Preside at all club and board of officer meetings in the president's absence.**
 - This will vary greatly depending on the demographics of your club
 - Some presidents will need more help and want you to step in more frequently than others
- **Serve as an ex-officio member on all committees.**
- **Report on committee progress to board of officers.**
- **Be Flexible**
 - You are taking on a very open ended role. It will require you to communicate well with many different individuals and organizations.
- **Be Creative**
 - The beauty of this position is that you can make it whatever you want it to be. Feel free to create new events, add new chairs, or find new service partners.

Club Vice President Responsibilities

Weekly Duties	Monthly Duties	Annual Duties
<ul style="list-style-type: none">• Follow up with committee chairs to verify progress.• Attend weekly club meetings	<ul style="list-style-type: none">• Attend two board of officers meetings.• Attend monthly committee meetings as an ex-officio member and advisor.• Collect monthly committee reports and submit them to the secretary.• Present a report on committee progress during board of officers meetings.	<ul style="list-style-type: none">• Become familiar with the responsibilities of all officer positions.• Maintain club committee files, including work accomplished, members, projects, budgets and timelines.• Obtain information from the club's immediate past vice president.• Recruit and retain members.• Conduct educational programs as assigned by the president.• Familiarize incoming vice president with the position.• Assist the president as requested.

Club Committees

Club Committees

- Meant to complement Board of Officers.
- Popular committees:
 - Recruitment and Retention
 - Membership Development and Education
 - Kiwanis Family Relations
 - Events Chair
 - Service Chair
 - Scrapbook/Historian
- Overseen by Club Vice-President
- Can be permanent or temporary.
- You need to determine where it is necessary to have a committee chair.
 - Having too many can be just as bad as not having enough

Club Committees

The vice president oversees committee activities and reports progress to the board of officers.

- While many clubs believe that all committees must be yearlong, some can serve as task forces with a specific short-term mission or to oversee a service project.
 - This approach encourages fresh ideas and new energy for each project.

The president and vice president play advisory roles in managing committees.

- They review each committee's monthly activity report and address any expressed questions or concerns with the committee chair.

Club Committee Chair Responsibilities

The committee chair coordinates all committee activities. Duties include:

- Upon appointment, reviewing the committee's purpose and responsibilities with the vice president.
- Asking for clarification and further direction as needed.
- Detailing the committee's responsibilities.
- Providing each committee member with the detailed responsibilities.
- Orienting members to the committee's purpose and goals.
- Planning project strategy for each task.
- Conducting at least two committee meetings monthly.
- Discussing progress, outlining activities for the coming months and delegating tasks.
- Reviewing activities and achievements of past committees.
- Considering recommendations made for future programs.
- Assessing community needs when planning service projects.
- Completing monthly reports for the vice president.
- Evaluating committee progress periodically and at the project's conclusion.

Building Club Committees

The president and vice president should encourage progress by rewarding committees for their efforts.

- If a committee seems confused about next steps or appears misdirected, the vice president should schedule a meeting with the committee chair to offer guidance and identify helpful resources.

Committee Positions

Committee positions can vary from **event planning, helping with social media, planning service events** or **helping to plan your signature projects** for the year.

Committee Examples (but not limit to):

- Retention and Recruitment Chair
- Social Chair
- Service Chair
- Club Historian
- Signature Events Chair
- DEIJ Chair
- K-Fam Chair
- Tech Chair

Finding a Need in Your Club/Community

It is very important to **find** a **need** for your **chair**!

If there is no need then there are other areas that need more improvement.

You can find a need by:

- Talking to other club members
- Looking at community needs
 - Kiwanis Community Outreach Report
- Finding ways to improve the club

Committee Monthly Reports

When **meeting** with **executive board**, it is **important** to have **all necessary details** recorded for smooth planning.

Important event information would be:

- Location
- Date and time
- Event partners (Organizations, groups, people, etc.)
- Needed materials
- Cost (if any)
- Required number of people
- Additional information

Recruitment and Retention

Recruitment and Orientation Officer

The club's recruitment and orientation officer is responsible for many tasks revolving around membership, including recruitment, retention and education.

- While these tasks fall on all members of the board of officers, the R&O officer is the primary coordinator of these efforts.
- Each of these processes is fundamental to the health of a club; none are a one-time activity.
 - This means that the R&O officer works year-round.
- This officer could be also be a committee chair

Recruitment and Orientation Officer Responsibilities

The responsibilities for this role are:

- Coordinate the club's overall recruitment and retention efforts.
- Seek out recruitment opportunities and organize recruitment events.
- Keep track of all club members' engagement/reach out to members who are not actively engaged.
- Organize social events and meeting icebreakers to keep members engaged.
- With the board of officers, acquire and communicate feedback from members regarding club activities.
- Educate new members about each level of CKI so they are familiar with the organization's purpose and structure.
- Host workshops to train members on recruitment techniques and strategies.

Club Recruitment and Retention Responsibilities

Weekly Duties	Monthly Duties
<ul style="list-style-type: none">● Analyze spreadsheets tracking membership involvement and attendance to identify patterns or trends.● Plan icebreakers or alternative activities for club meetings.● Reach out to members who miss more than two or three meetings.● Promote Circle K International on campus.● Attend club meetings.	<ul style="list-style-type: none">● Attend meetings of the board of officers to discuss membership growth and concerns for any members with declining involvement.● Conduct trainings for new members.● Organize recruitment events.● Organize social events and opportunities.

Club Recruitment and Retention Responsibilities

Annual Duties

- Work with the board of officers to determine a membership goal and develop a growth strategy.
- Develop a new-member orientation curriculum to be ready and executed approximately one month after the first meeting, with content applicable to returning members.
- Maintain files on and analyze trends pertaining to club recruitment, retention and educational activities.
- Obtain feedback on club operations and likelihood/willingness of members to stay involved.
- Maintain contact with prospective and current members.
- In conjunction with Kiwanis family chairs and/or appropriate district officer(s), execute Key to College programs at local high schools.
- In conjunction with club editor, promote CKI on campus.
- Utilize recruitment resources to increase club membership.
- Hold training for club members on how to recruit members, including how to “table” effectively.
- Plan and promote recruitment events, such as tabling at club fairs, speaking at university functions or classes and planning social events for prospective members.
- Coordinate with club editor to create promotional materials for the club.
- Train incoming R&O officer on how to effectively execute the position’s duties.

Recruitment and Retention

Recruitment is a never-ending process, because a club must constantly look toward the future to be sustainable.

- Your club likely will have turnover each year, so at a minimum you'll need to replace those who leave.
- Growing the membership impacts many other aspects of your club as well, including the ability to serve more people.
- Your board should brainstorm recruitment ideas that would most appeal to your student population.

Semesterly Involvement Fair

It is highly recommended to participate in your university's involvement fair.

To participant you will need:

- A poster to represent the club
- A table for the poster to go on and marketing materials
- A fun catch

Involvement Fair

Posters

- Use concise wording
- Include eye catching visuals/graphics, make them colorful and informative
- Posters are for people to skim and get a general idea
 - You want people to ask you more about your club/cause.
 - You do not want them to read everything they need to know off the board and walk away

Tabling

- Stand up and in front of your table to grab the attention of people passing by
- Hand out something memorable (free food or gifts always works)
- **COLLECT CONTACT INFORMATION (possibly through a form)**

Unique Tabling Techniques

- **Predict the Score Challenge**
 - Have potential members guess the score of an upcoming game!
- **Rock, Paper, Scissors Tabling**
 - Play best of 3 and if you win, you get to chat with them! (or they may stay to listen anyways)
- **Raffle/Drawing Incentive**
 - Hand out raffle tickets and have them bring their ticket to the first meeting to be in a prize drawing
- **Guess How Much is in the Jar**
 - Fill a mason jar with objects (ex: coffee beans) and whoever is closest to correct wins a prize at the first meeting
- **Spin the Wheel**
 - Have a list of potential prizes to win!
- **Fun Question Tabling**
 - Have a poster with a fun/random question to draw people over to your table!

Retention Tips

- Create a recruitment video (TikTok or Reels) and have members tell their stories and favorite parts about CKI.
- Reach out to prospective members individually. Ask if they are going to meetings/events. Grab a cup of coffee with them to get to know them better.
- Explain ways members can get involved immediately.
- Themed meetings embrace our tenets.
- First Year Ambassador Program.

Club Communication

Delegation Management

Keep an eye on all officers to make sure they are performing necessary tasks

- Each officers should be delegated tasks during executive board meetings
- Secretary should be recording who is doing what and a deadline
- Check with your officers to make sure they have completed what they need to

Legacy Information

After an event has occurred, you must **record information about** the event for **future planning**.

- Ensures continuation of success
- Provide this information to your club secretary

Information to record:

- Location
- Date and time
- Number of attendees
- Cancellations (if any)
- What went well?
- What went wrong?
- Future improvements

Questions?

SMART Goals

What are SMART Goals?

Specific	<ul style="list-style-type: none">• A specific goal has a much greater chance of being accomplished than a general one.• To set a specific goal, answer five detailed questions: who, what, where, when, why.
Measurable	<ul style="list-style-type: none">• Establish concrete criteria for measuring progress (including target and completion dates) toward attaining each goal.• When you measure progress and reach target dates, you stay on track for success.
Attainable	<ul style="list-style-type: none">• When you identify your most important goals, you begin to figure out ways to make them come true.• You develop the attitudes, abilities, skills and financial capacity to reach them.
Realistic	<ul style="list-style-type: none">• To be realistic, a goal must represent an objective toward which you are willing and able to work.• A goal can be both ambitious and realistic; you are the only one who can decide how high to aim.• Be sure that every goal represents substantial progress.• A high goal is frequently easier to reach than a low one, because a low goal exerts low motivational force.
Timeline	<ul style="list-style-type: none">• Create a timeline for implementing your goals step-by-step.• Setting deadlines motivates people and ensures projects are done on time and on budget.• Make sure the timeline is realistic and flexible to ensure the goals can be achieved.