

## Club Officer Planning Conference

This document will provide you with the steps to follow to effectively conduct a Officers Training Conference.

**WHEN:** Each time a new set of Key Club officers take office.

**WHERE:** At a convenient and adequate location

**HOW LONG:** An entire afternoon. It is suggested this conference begin with a luncheon if arrangements and finances permit.

**WHO:** All officers, directors, committee chairs, faculty advisors, and Kiwanis advisors.

It is recommended that the training conference be presided over by the club president. The president should also set an agenda for this conference. A sample is located below:

- A. Call to order
- B. Introduction
- C. Purpose of conference
- D. Duties of Club President
  1. Familiarize himself/herself with the entire Circle K Manual and all Circle K support literature.
  2. Review specific duties.
  3. Plan his/her work and prepare a calendar. (This should include planning for programs and activities).
  4. Plan for and preside at the weekly club meeting.
  5. Make effective use of board meetings.
  6. Be familiar with the Standard Form for Bylaws.
- E. Duties of the Club Vice-President
  1. Review duties
  2. Emphasize serving as president's "right arm" and giving supervision to committee activities.
- F. Duties of Club Secretary
  1. Review duties.
  2. Discuss importance of maintaining efficient records.
  3. Encourage the submitting articles to Circle K Magazine and The Capital Courier information reports.
- G. Duties of Club Treasurer
  1. Review duties.
  2. Encourage prompt payment of International and district dues.
- H. Duties of Club Directors
  1. Review duties.
  2. Discuss preparation of annual club budget.
- I. Suggestions for Committee Chairpersons
  1. General
    - a. Develop plans for regular committee meetings.

- b. Become familiar with past activities of the club.
  - c. Clear all projects with the board of directors.
  - d. Use sub -committees to supervise various projects.
  - e. Keep club advised of each committee's plans and activities.
2. Specific duties:
- a. K-Relations Committee
  - b. Program Committee
  - c. Project Committee
  - d. Public Relations Committee
  - e. Social Committee
  - f. Membership Development Committee
  - g. District Project Committee

Use this agenda as a guide and plan for your 2005-2006 Circle K year! ☺