

2020 Virtual KLC – Recorded Session

2. Vice Presidents – Kate & Olivia



Vice-President Duties & Responsibilities

(Review the KAY Handbook, Section I, pgs. 4-5)

- It shall be the duty of the vice-president to perform all duties of the president in his or her absence, and to act as chairperson of the membership committee.
- It's important to stay on top of what is going on in the club in case the president is absent.
- Remember—you play a valuable role in your organization! Sometimes it's hard to be the vice-president and not be the "chief". However, the president and sponsor need your help for the club to run smoothly. You play an important role in getting the club off to a good start and energized for the year by leading an exciting membership drive and filling in the gaps to ensure activities run smoothly.

Effective Ways to Work with the President and Sponsor

Alone we are
strong...
Together we
are stronger...

- Give more than you are asked to give! It's important to show willingness to assist with plans and projects and your commitment to the organization.
- Demonstrate respect and support for the ideas of the president and sponsor and assist them with implementation of plans and programs.
- Be patient. Clubs will come up with creative ideas and it is often your job to get that ball rolling. You probably won't get the credit you might want – there are other valuable reasons to serve besides recognition.

- Be willing to take action if needed. Follow-up and complete tasks delegated to you.

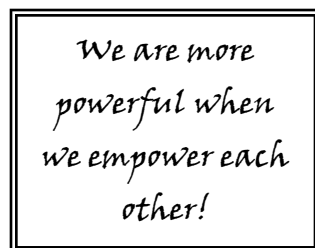
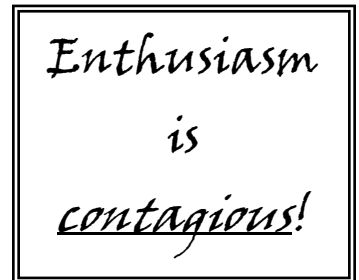
What is the KAY Program? (See the KAY Handbook, Section I)

- Character-building, leadership training program directed by the KSHSAA.
- Some schools call it "the (MASCOT) Service Club"
- Programs are designed to educate, motivate, and provide direction to members with service projects focused on school, community, nation, and world.
- Club recognition helps to celebrate achievements and provide fun opportunities for recruitment.
- Your club's purposes and goals should be promoted and posted. If future members know what the club's intentions are, they are more likely to join. Remember CHOICES—people are busy and have to pick and choose.
- Take pride in the KAY program and what it stands for. Demonstrate this pride to your club, school, and community. **KAY brochure!



Organization, Motivation, and Leadership Skills

- Organization assists the club in operating more efficiently and helps make the work more fun.
- When organizing a project, make sure to explain to club members what the project is all about. People will be more committed to the project if they know the details of a project.
- It will seem like less work if people are excited about the project.
- Enthusiasm can be contagious and will help keep people motivated to complete the project.
- Knowledge without enthusiasm is boring, but enthusiasm without knowledge is chaos.
- Accept and record your club's growth and progress.
- Lead by example. Show off your manners.
- Remember to be professional, respectful, appreciative, and assertive.



Importance of Membership Involvement

- Have members fill out a survey to determine your members' likes, dislikes, strengths, and weaknesses -especially following a project.
- The key to a successful club is active members. Be aware of the needs of the members and show appreciation and recognition for the work they do.
- Promote responsibility and ownership by delegating responsibilities to members.

Membership Drive

- As vice-president, you are the chairperson of the membership drive. Get ideas approved by supervisor and principal.
- Membership dues shouldn't be a fundraiser for your club (\$2 goes to KSHSAA.)
- HAVE FUN!! The enthusiasm you generate in the membership drive can carry over into other projects during the school year.
- Set a membership drive time-line.
- Demonstrate an interest in each individual by asking him/her personally to join your club. It shows them you are interested in them and their skills and abilities.
- ALL clubs should utilize some type of membership drive. Don't assume people will join your club out of tradition.
- Create a plan to recruit members from up and coming students (6th grade, 8th grade.)

Brainstorming

- Ways to generate enthusiasm for KAY
- How to involve guys in KAY
- Motivating members to volunteer
- School size/membership challenges
- Ways to show appreciation
- Ideas for programs and activities
 - Newspaper fashion show from donated paper for recycling
 - Easter egg hunt for kids
 - Fashion show from clothing drive
 - Model prom dresses at local nursing home
 - Power Point presentation to run continuously when actively promoting
 - KAY membership—include fun pictures of past activities.

