

*Rocky
Mountain
District*

**A GUIDE FOR
CLUB
OFFICERS**

**HOW TO
LEAD
THROUGH
COVID-19**



CLUB MEETING TIPS

KEEP MEMBERS ENGAGED

HAVE ICEBREAKERS!

Although it is more difficult, there are many different ways to do fun games online. Look at the icebreaker guide made.

HAVE VIRUTAL PROJECTS!

There are plenty of projects that can be done virtually. Now more than ever service is needed.

CHOOSE A PLATFORM

Make sure the platform is suitable based on school and member needs. Some great options are Zoom, Google Meets, GoToMeetings, Skype, and Microsoft Teams.

QUICK TIPS

- Make sure people aren't sitting for a long time
- Make a slideshow so the members have something to look at
- Have meetings at usual times, to give a sense of normality



SECRETARY

- Keep attendance (give service hours for each meeting)
- Keep notes of what happens in each meeting
- Help out other officers if needed

TREASURER

- Come up with new ways to virtually fundraise for your club and your district's project (also called gov project)
- Figure out effective ways for members to pay dues virtually

EDITOR

- Create engaging social media posts for recruitment, and try to reach to new members by posting on your school's social media
- Create engaging presentations for club meetings

PRESIDENT & VP

- Create agendas
- Continue good communication with your Lieutenant Governor
- Schedule all meetings for the year
- Find a way to recruit new members



SPECIFIC OFFICER TASKS

HOW TO DO IT?

- Schedule all meetings either during lunch time or after school, so once in-person schooling happens nothing much will have to change
- Use platforms like Google Meets, Zoom, Skype, etc.
- Create a group chat for communication

TAKE SOME TIME OFF

Of course you should be working on club service projects and a lot more has to be done with this digital era, but it is important to take a break. Do some team bonding events to enhance collaboration and create more effective resources, meetings, and fluidity in general.

OFFICER MEETINGS

CONSTANT COMMUNICATION

- It is crucial that you continue to have constant communication with your officers by having at least monthly meets, but it is recommended to have bi-weekly

SCHEDULING

- Make sure the meetings work with everyone and establish a time, day, and the weeks early on (i.e. 1st and 3rd Wednesdays of the month at 5 pm)



OFFICER HANDBOOK

Key Club international provides officer guidebooks for every officer position, including the advisor

RESOURCES FOR OFFICERS

LIST OF OFFICER DUTIES

Key Club International has a pdf of all the general tasks that each Club Officer does. BE AWARE that it has not updated for virtual meets, but most of them are still relevant.

DISTRICT WEBSITES

Almost every District Website has an archive of resources that clubs and officers can use! You can find your district website by google or through your district's social media.

VIRTUAL MEETING RESOURCES

Virtual meeting resources that was made by members from Districts across all of Key Club International.

YOUR LIEUTENANT GOVERNOR

Lieutenant Governors (LTG) are people that represents your region on the District Board level. They know a lot and can get you materials and the help you need to help your club succeed. You can find their email on your District's website