

Florida District of Key Club International, Inc.

Description of Duties

Assistant and Zone Administrator

Assistant and Zone Administrators are appointed by the District Administrator. The District Administrator and the Assistant and Zone Administrators form the Florida Kiwanis Key Club Committee. The mission of the Key Club Committee is to

1. Enhance the skills and practices of the Florida Key Club District Board members in the areas of communication, organization, leadership, ethics, and service.
2. Promote the growth and strength of all Key Clubs throughout the Florida District.
3. Be always cognizant of the fact that Key Club is a *student-led* organization

By virtue of their appointment by the District Administrator, Assistant and Zone Administrators are non-voting members of the Key Club Board of Trustees. Appointment to this position is a renewable one-year term that begins with the Key Club administrative year on the Sunday of the Key Club District Education and Leadership Conference.

Assistant/Zone Administrators are unpaid volunteers. Expense for travel reimbursements are limited by the annual budget and are not guaranteed. Assistant/Zone Administrators may fall into two categories, those who are assigned primary responsibility for a Zone in the District (Zone Administrator) and those who are assigned responsibilities over specialized areas of expertise (Assistant Administrators). This Description of Duties in this document primarily describes the Zone Administrator.

Duties and Responsibilities:

1. General Responsibilities
 - a. Be familiar with the bylaws of Key Club International and the Florida District as well as any district policies and procedures
 - b. Appoint a Division Advisor for each Kiwanis division as needed to assist the Zone Administrator in his/her duties
 - c. Assist the District Administrator, as needed and/or requested, with planning and execution of all District Key Club related functions
 - d. Provide transportation and serve as chaperone for Key Club Board members traveling to and from Key Club District Board events
 - e. Be a liaison between Key Club and Kiwanis, in cooperation with Kiwanis lieutenant governor's, with updates on Key Club activities and other matters relative to local Key Club business
 - f. Be a good listener, motivator, and facilitator of ideas that originate from the Key Club leaders themselves

2. Advisory Responsibilities

- a. Provide the District Administrator and the Key Club Governor with insight and information that will improve the effectiveness of the Key Club District Board and program
- b. Communicate regularly with Key Club lieutenant governors (LTG's) in assigned zone
 - i. Know and monitor the required activities of LTG's (e.g. DCMs, newsletters, and reports)
 - ii. Provide encouragement for jobs well done
 - iii. Give counsel and direction when improvement is needed
 - iv. Assist with issues more appropriate for an adult or person with more experience to handle or counsel LTG on how best handle situations
- c. Assist Key Club LTG's as needed in the planning and execution of club officer training, advisor training, and zone conferences (KCKC and Spring Zone Rally)
- d. Attend the following district events:
 - i. All Key Club Board meetings (August and January)
 - ii. Key Club District Leadership Training Conference and Board meeting (June)
 - iii. Florida District Conference and Board meetings (April)
 - iv. Key Club International Convention, when possible (July)
- e. Serve and advise on at least one District Board Committee and assist other Board and Conference Committees as needed

3. Kiwanis and Key Club Education and Facilitation Responsibilities

- a. These responsibilities may be delegated to Division Advisors and other as appropriate and necessary with oversight by the Zone Administrator
- b. Be a spokesperson for, and educator of, Key Club matters at Kiwanis events, Divisional Council Meetings, Advisor sessions at Zone Rallies, and other times as appropriate
- c. Educate sponsoring Kiwanis Clubs on their Key Club responsibilities and encourage Kiwanis Clubs to properly carry these out
- d. Assist with the timely collection of Key Club dues, completion of pride reports, and input of club officer information by educating advisors of proper website procedures and following up with Kiwanis Clubs or school Faculty Advisors and other school administrators when necessary
- e. Assist in the rehabilitation of weak, inactive, and suspended Key Clubs
- f. Assist in locating and chartering new Key Clubs

Specific Tasks

Daily

1. Check emails and respond as necessary

Weekly or biweekly

1. Assist Lt. Governors with question they may have about club issues or their responsibilities.
2. Have conference calls at least twice a month with LTG's to check on how they are doing in all aspects of their lives. One conference can be combined with review of monthly report (see below).
3. Respond to District Administrator when requested to give input on a topic.

Monthly or quarterly or less frequently

1. At beginning of administrative year, meet the new LTG's parents, explain your role, give contact information.
2. Review monthly LTG newsletter drafts and give input.
3. Discuss with LTG's on a call their monthly reports and give input before they are filed.
4. Attend Key Club DCM's when possible.
5. Attend and participate on conference calls of committee(s) you advise.
6. Provide transportation to the June, August, and January Board meetings. Optionally you can provide transportation to the Regional LTG Training.
7. Attend the Regional LTG Training session for your area.
8. Attend and participate in the board meeting weekend activities.
9. Help facilitate planning of the Key Club Kickoff Conference (KCKC) and Spring Zone Rally (SZR) with LTG's.
10. Review any requests from your LTG's to leave division to attend other divisions' or zones' events.
11. Approve requests from board members outside of your zone to attend your zone's KCKC and SZR or any other official board business in your zone.
12. Provide input when requested by Governor on performance of LTG's.
13. Attend Governor initiated phone conference calls for counseling LTG's who are not meeting service agreement requirements.
14. When necessary, contact Kiwanis clubs to facilitate resolution with such issues as dues payment, no faculty or Kiwanis advisor, no response to LTG requests, answer questions about responsibilities of sponsoring clubs to their Key Clubs, issues with schools or faculty advisors, etc.
15. Facilitate new club chartering as needed such as finding a sponsoring Kiwanis club, working with the Kiwanis LTG on behalf of Key Club, providing schools and sponsoring Kiwanis clubs with information on the chartering process.

16. Provide advice and counsel to Faculty and Kiwanis Advisors as requested or as the need is perceived.
17. Attend Kiwanis DCMs when possible and give input on Key Club as appropriate.
18. As available, speak at Kiwanis clubs on Key Club topics.
19. Manage, counsel, or support any Division Advisors you have appointed.
20. Assist at the District Education and Leadership Conference (DCON) with various jobs you may be assigned or may request.