



PRESIDENT/VP TRAINING

By: Aashka Katapally, Rutva
Patel and Jasmine Ignacio

INTRODUCTION

District Governor



Aashka
Katapally

LTG of Division 17



Jasmine
Ignacio

LTG of Division 15



Rutva Patel



ICEBREAKER

What is your favorite
thing about Key Club?

MEETING AGENDAS

- 2 types of meeting agendas → **general meeting agendas & board meeting agendas**
 - general meeting agendas should be engaging and visually appealing (slideshows)
 - board meeting agendas should be clean and professional (google docs)
- **General Meeting Information to Include**: explaining Key Club & its purpose, future service projects, fundraisers, IMPORTANT DATES!!
- **Board Meeting Information to Include**: date & time of meeting, attendance, ideas, planning/scheduling,

Key Club
Executive Meeting 5/14/2026
Thursday - Unit Lunch @ D15

Start Time: 10:40

End Time:

Attendance: Keshav, Ajay, Eesha, Nami, Devin, Jasmine, Aneesh, Guru, Isabella

Agenda:

1. May General Meetings

- a. Dates: May 20th (A day) & May 21th (B day)
 - i. Both halves
- b. Agenda:
 - i. Use existing template: general key club info, depth of community service
 - ii. Upcoming projects
- c. General Meeting Agenda/Slides (Ajay)
- d. Google Classroom post (Ajay)
 - i. Post meeting slides as well

2. Upcoming Projects

- a. Color run - May 30th
 - i. Not possible
 - ii. Reschedule for sometime in fall
- b. Pet Supply Drive (Push for Paws) - May 14th to May 31st
- c. Volunteering event for a day at senior center
 1. Partnership with them to build connection, event next year
 2. Can plan something for the fall

- d. Blood drive - November 17th
 - i. Vitalant nonprofit
 - ii. Look into details
- e. Touch a truck - June 13th
 - i. As many volunteers as possible
 - ii. 8:30am to 10am for setup, 10am to 2 pm for event, 2pm to 2:30 clean up
- f. IDEA: Volunteers can take one photo at event

3. Fundraisers

- a. TBD: Car wash - June
- b. TBD: Ice Cream/Pop sale
 - i. Reach out to local ice cream shops? (Isabella, Eesha)
 - ii. https://docs.google.com/document/d/19TNgW5kdF5SR-viKzD-yQZaczpiHRxj9_QGsNLFdLho/edit?tab=t.0

4. Officer Updates

- a. Updates from each board position
 - i.  **Officer Roles**
 - ii. New Website: <https://sites.google.com/pthsd.net/parhillskeyclub/home>
- b. Any concerns or announcements

5. Spring regional training conferences

- a. Sunday June 7th, 9am-12pm

6. Fall Rally

- a. Sunday, October 25th

April General Meeting

PHHS KEY CLUB

Decon Recap

- Attended District Convention (DECON)
- Met Key Club members from across NJ
- Attended workshops on:
 - Fundraising
 - Member recruitment
 - Networking
- 1st Place Poster Award at DECON
 - Huge accomplishment for our club



What is Key Club?

- Student-led community service organization
- Focused on giving back to the community
- Part of Key Club International
- Built on 4 core values:
 - Leadership
 - Character Building
 - Caring
 - Inclusiveness

Upcoming Projects

Form:



5K Color Run

- Date: Saturday, May 30, 2026
- Time: 9:00 AM – 12:00 PM
- Location: Parsippany Hills High School
- Cost: \$30 (includes white t-shirt)
- Open to students, staff, family, and friends
- Proceeds support Erika's Lighthouse (mental health awareness)
- Sign up + submit payment by April 22 (Unit Lunch, Room D15)
- More service opportunities coming this spring

BOARD AGENDA

GENERAL MEETING

ENGAGEMENT

- Hold service events often! - physical events especially help with engagement
 - Drives + projects that don't require members being actively involved can be hit or miss
- Hold consistent general meetings
- Promote activities of the club through flyers, posters and social media
- Have club attend big NJ Key Club events like Fall Rally and DECON
- Use District Project and Governor's Taskforce if you need inspiration to guide service projects

BASIC RESPONSIBILITIES

- 1.** Be the primary leader and representative for your club! The Presidents and Vice Presidents dictate the function and environment of the club
- 2.** Direct and manage service events for general members.
- 3.** Facilitate communication between general members, officers, advisors, and Kiwanis counterparts! Create a welcoming environment for all members, where they feel safe to participate and feel heard.

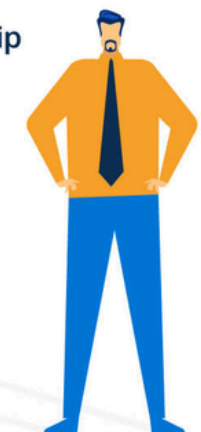
GENERAL LEADERSHIP

Leadership comes in so many forms! You don't have to be the same leader as your neighbor in order to be a good leader. Quality leadership skills include:

- **Confidence:** Be assured and assertive in the decisions you make.
- **Compassion:** Understand the needs and concerns of your members.
- **Collaboration:** Teamwork makes the best work!
- **Kindness:** Make Key Club a warm and welcoming environment for all.

15 Types of Leadership

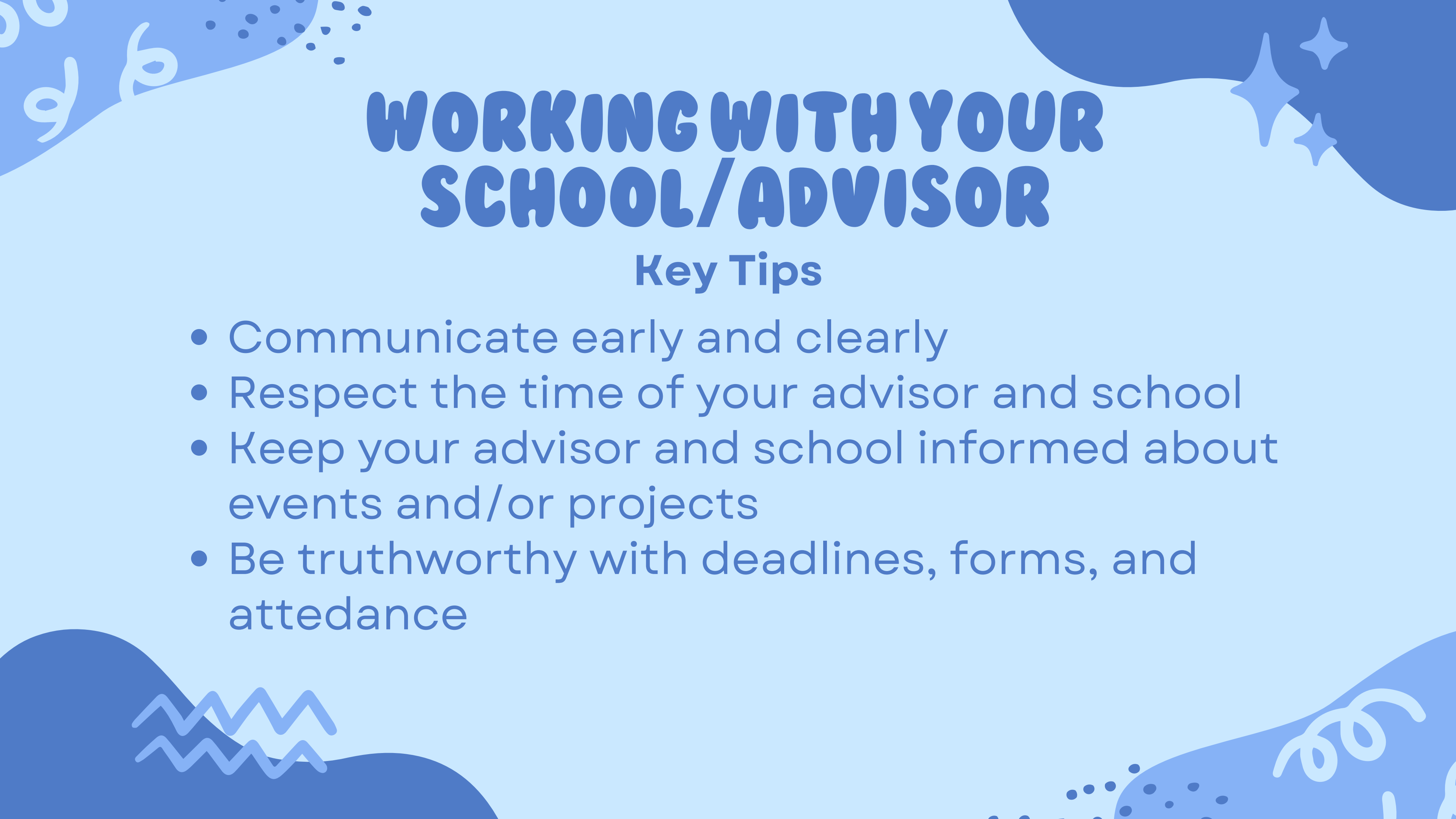
- ✓ Autocratic Leadership
- ✓ Democratic Leadership
- ✓ Pacesetter Leadership
- ✓ Transformational Leadership
- ✓ Visionary Leadership
- ✓ Authoritative Leadership
- ✓ Adaptive Leadership
- ✓ Situational Leadership
- ✓ Bureaucratic Leadership
- ✓ Laissez-faire Leadership
- ✓ Transactional Leadership
- ✓ Coaching Leadership
- ✓ Servant Leadership
- ✓ Charismatic Leadership
- ✓ Authentic Leadership





MANAGING EXECS

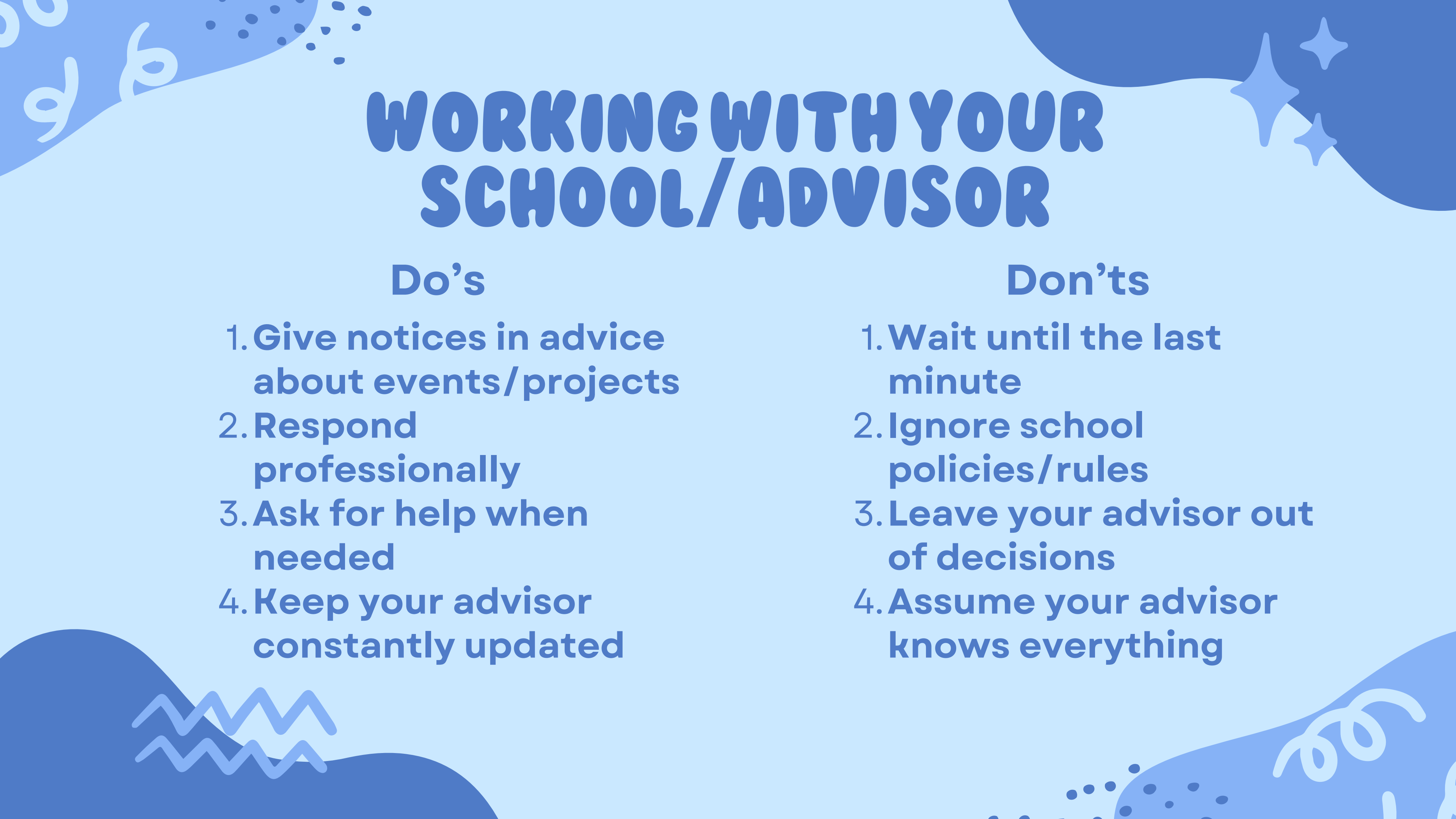
1. Send Reminders! - Communication is KEY!
2. Hold members accountable; **Presence + Involvement matter!**
3. Host board bonding/get to know each other
4. **ASSIGN** specific tasks to officers w/ deadlines



WORKING WITH YOUR SCHOOL/ADVISOR

Key Tips

- Communicate early and clearly
- Respect the time of your advisor and school
- Keep your advisor and school informed about events and/or projects
- Be truthful with deadlines, forms, and attendance



WORKING WITH YOUR SCHOOL/ADVISOR

Do's

1. Give notices in advance about events/projects
2. Respond professionally
3. Ask for help when needed
4. Keep your advisor constantly updated

Don'ts

1. Wait until the last minute
2. Ignore school policies/rules
3. Leave your advisor out of decisions
4. Assume your advisor knows everything

QUESTION TIME

**THANK
YOU!**