

A Slice of P.I.E. Officer Duties



Secretary & Treasurer

Also known as PIE, the Policy, Int'l Business, & Elections Committee aims to educate **you**, the members on the three mentioned focuses by providing slices of information on these areas.

Focusing on elections, each month this ad will feature 2-3 slices of different positions on all levels of our organization, which will form a complete pie at the end. **Members**, you will be educated on how each officer should be serving you. **Officers**, you will be reminded of the duties you have and can use this as a checklist to have a successful year. **Potential candidates**, you will be able to see the responsibility that each office holds and utilize this to see what position you are most interested in or best suited for.

The “Librarian” Slice: BEEing a Secretary

Duties:

Remember to record all members' hours!

Turn in Monthly Report Forms to your respective LTG, Region Advisor, and Kiwanis Advisor.

Record minutes during all meetings:

Annual Duties:

- Compile club roster with club Treasurer
- Submit Annual Achievement Report [AAR].
- Strive for District Tree Recognition.

Important Date:

- The 5th of every month at 6:00PM: deadline for MRF unless otherwise stated by your Lt. Governor

BEEing a Secretary is like being a librarian - you keep a lot of information, you keep track of service hours, and you know what was discussed at meetings. Members and officers will come to the secretary to help them remember things.

Want to run for this position?

Contact your president for more information about elections because the process varies from club to club. BEE on the lookout!

The “Money” Slice: BEEing a Treasurer



Treasurers should make a budget for the year so they know what their club is going to spend and what they're going to gain.

Important Dates:

- Early Bird: 11/1
- Dues are due: 12/1

Duties:

- Maintain club and financial records, which also means recording all expenditures and income.
- Organize dues on soapmu.kiwanis.org and send them off to Key Club International.
- Names: Remember which members paid their dues.

• Execute and plan fundraisers!

• You must turn in dues!



Treasurer's tips and advice

Division 2
Yun Xu

What they learned from this position: From running for Club Treasurer, I learned that communication with other officers is very very very important. Reports and organizations are the second most important, because everything needs to be very organized. Where do the money come from? What is the cost for the fundraiser? What is our profit? etc. All these needs to be organized and listed clearly. After having all the information listed and organized, we need to write report and send it out to all other people that we are working with, so they know what had happened. Also I learned more about Key Club International and how Key Club is working.



What they learned from this position: That you may have a speech already done but sometimes you can completely forget it. Also being enthusiastic is good to show when running since the members will see that you do care about the competition and to be nice to your competitors and thank them.
Learned during office: That you need to be organized or things will get lost and to know all of your officers and members.

Division 34N
Megan

Tips for candidates: My tips for future Treasurers: be VERY ORGANIZED. You don't want to lose any receipts/money and you also have to keep track of due dates.

Learned during office: I learned that organization is a key part in being a treasurer and that it is a skill applicable to my regular school and home life. And I also learned that communication is important in fulfilling my duties.

Division 30S
Jason Byun

Learned during office: After being elected, I definitely learned that organization, planning, and time management is KEY, especially as Treasurer because events must be approved two weeks prior to the actual date with the administration and ASB. I also learned that communication is critical. You are not alone, and there are other officers willing to lend a hand so take the help! If work piles up, there are other officers who are more than willing to help you stay afloat in the sea of duties and responsibilities. Overall, the biggest thing I've learned from being elected was responsibility. Handling the money and club funds is no joke. One little slip up could cost not only you, but your club and everybody else.

Division 30S
Amy Mu

Why they ran: I ran for this position because I wanted to help my club do better. Seeing how inefficient our club was last year, I decided that I wanted to run for a position to make it better and more memorable for future members. I chose treasurer because I wanted to help raise more money for the Major Emphasis Projects as well as my own club.



Club Secretary Tips and Advice

If elected, what did you learn from office?: Being secretary let me see the "ins and outs" of Key Club and it really showed me how much we do. I gained leadership skills, became WAY more active as a Key Club member, and grew to appreciate Key Club much more. I became more responsible because the club report and all the members' hours were in my hands and I had to make sure to not let anyone down. Plus I learned a lot about Microsoft Excel, which is always useful.



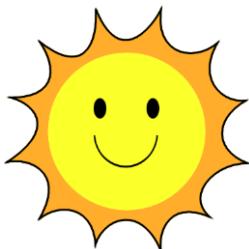
Division 35W
Connor Watts

Tips for candidates: For any potential candidates, I advise you to not be afraid and to never give up. Don't let anyone's discouragements, negativity, or competitiveness get the best of you. Never let inner invalidation, set backs, hardships, or struggles prevent you from applying for a position. Don't let social fears and anxieties take over your mentality; always do your best, practice, and show effort, and I can assure you that you will be successful. Always be confident with yourself and know that even though you are just one person out of the billions in the world, you can make a difference and you can achieve whatever you put your mind and heart to.



Division 12E
Brian Lien

Why they ran: I ran for secretary two years in a row (at the end of Freshman and Sophomore year) because I really wanted to get involved with Key Club because I loved doing it and I wanted to do more to help my club. I felt that I was really organized and I would be dedicated enough to handle the work even if it was a lot. I also had a few creative ideas to "enhance" the secretary position so that I could get more members involved in our club. Both years that I ran, I noticed a pattern of the same people volunteering over and over again and I really wanted to get the entire club involved.



Division 30S
Jason Garcia