How to lead a club meeting

Before the meeting
- Set an agenda. Each club agenda will vary to meet their club and member needs.
- If a speaker or guest is attending, confirm with them before the meeting.
- Make sure your advisor and Kiwanis club are reminded. Maybe assign this task to someone new each week.
- Assign someone to greet new members and make them feel welcome and informed.
- Stick to the regular day and time.
- Meet with your advisor(s) to review the agenda and get questions answered.

At the meeting
- The club president or other officers lead the meeting. Advisors can take a seat and relax.
- Remember, your meeting is a representation of your service, so make sure it’s fast-paced, organized and engaging.
- Start out with a short icebreaker or quote. The Key Club Make Your Meetings Move booklet shares ways to break the ice, get acquainted and learn interesting facts about Key Club. Learn more at www.keyclub.org.
- Host guest speakers. This is a great way to educate your members about new service opportunities and help develop their personal skills.
- Market and educate members about upcoming service projects and why they need the club members’ support.
- Participate in a project. Wrapping presents for toys for tots and creating birthday cards for a community home can all be done during your meeting time.
- Evaluate your last project.
- Give time for committees to meet. This could be monthly or as needed.
- Celebrate Key Club traditions. Many clubs lead the Key Club pledge at the beginning of each meeting, while some set aside one meeting a month to be more formal. Whatever you choose don’t forget the history and tradition developed since 1925.
- Recognize members. Take some time to reinforce members’ great service and leadership.
- Thank everyone for attending.

After the meeting
- Clean up.
- Distribute the minutes to all attendees.
- Send greetings to members who could not attend. Ask members who did attend to let them know what happened.

www.keyclub.org