

## CLUB OFFICER ELECTIONS

K-Kids officer elections typically occur either prior to the school year's end or when the new school begins. Over the course of this year, many clubs are meeting in different ways, and each school has varying policies and schedules that may affect when elections are held. These resources will help each club plan for club elections. For more guidance on the timing of officer elections, please consult with your student activities office and your principal.

### 1. Welcome

- a. Introductions and icebreakers.
  - i. Introduce officers.
  - ii. Introduce advisor.
- b. Introduce guests — [include icebreakers](#).

### 2. Old business

- a. List all outstanding club projects from the last few months. What has been completed? What is still outstanding on any projects?
- b. Review project assignments and make sure every member is involved. Include guests as well.

### 3. Club officer elections

- a. The [K-Kids website](#) offers many resources to help your club prepare for officer elections, including officer descriptions, guides and more.
- b. For guidance on election procedures, view the K-Kids [officer elections](#) and [officer responsibilities](#) worksheets.

### 4. New club officer training

- a. Check out these K-Kids resources for club officer training.
  - i. [Club officer guides](#).
  - ii. [Club member handbook](#).

### 5. Home project

- a. Refer to the open projects review from earlier in the meeting — review assignments.
- b. Work with newly elected officers to access training resources. Plan a time for each officer, both old and new, to talk before the next club meeting.
- c. Save time for project committees to schedule meetings.

### 6. What's next

- a. **K-Kids Week 2021** — K-Kids Week is February 15-19. Plan celebrations each day to highlight the work of K-Kids in your school. Visit the [K-Kids website](#) for more ideas.
- b. Awards and contests — K-Kids recognizes excellent clubs and club officers. To nominate a club or officer for K-Kids 2020-21 awards and contests, visit K-Kids' [2020-21 awards and recognition page](#) for more information.

**Usage survey** — As we look ahead, we would appreciate your input on the virtual meeting kits. Please [take this survey](#) to give us your feedback and suggest any topics you'd like to see in future kits.

**Prepare for your club's future meetings now.** Listed below are the topics of virtual meeting kits that will be released every month through May 2021. Keep on serving!

March — School-wide Kindness Campaign.

April — Joint School-Community Final Project.

April — Preview of Year of Service and Planning for 2021-22 School Year.

May — End of the school year Celebration.