

## Leadership Roles

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There are many leadership roles in Keystone, so choose what fits you best. Over time, you'll try out different positions, giving you the chance to experience the many ways there are to lead.

- Use this resource to learn about leadership roles in Keystone and find which one is right for you.
- You can work on a project committee, chair a project committee or run for an officer position.
- Before you decide on the role that's best for you, ask yourself these questions.

### 1. Your availability and readiness

- ✓ What commitments do you already have (school work, extracurricular activities, responsibilities at home), and how much time can you devote to a leadership role?
- ✓ Are you ready for a position with ongoing responsibility, or are you more comfortable starting with a role that doesn't require as much time?
- ✓ Do you need more coaching or mentoring before taking on a committee-chair or officer role?

### 2. Your passions and interests

- ✓ What are your interests?
- ✓ What's your passion—something you're really good at and love doing?
- ✓ How do these relate to leadership in Keystone?

### 3. Your leadership strengths and areas of growth

- ✓ What leadership strengths do you have (such as speaking in front of groups)?
- ✓ Do you have talent in a specific area—such as writing or technology?
- ✓ Are there specific skills you'd like to build, ways you'd like to challenge or stretch yourself?

## Club officers

As an officer, you'll plan and lead meetings, oversee projects and events, and represent Keystone at your Boys & Girls Club and in the community. Officers also may mentor Keystoners interested in running for an office in the future. The Keystone advisor will partner with you in planning, budgeting and other important duties.

1. President	<p><b>The president:</b></p> <ul style="list-style-type: none"> <li>• plans Keystone Club meetings and creates an agenda (in collaboration with other officers and the Keystone advisor)</li> <li>• facilitates meetings</li> <li>• follows up on the work of other officers and committee leads</li> </ul>
2. Vice president	<p><b>The vice-president:</b></p> <ul style="list-style-type: none"> <li>• facilitates meetings when the president is absent (in collaboration with other officers and the Keystone advisor)</li> <li>• assists the president as needed</li> <li>• takes care of physical arrangements for meetings</li> </ul>
3. Secretary/recorder	<p><b>The secretary/recorder:</b></p> <ul style="list-style-type: none"> <li>• takes notes at meetings</li> <li>• maintains an up-to-date roster and record of attendance</li> <li>• keeps a record of projects, activities and events (including news articles, photos and videos)</li> <li>• facilitates meetings in the absence of the president and vice-president</li> </ul>
4. Treasurer	<p><b>The treasurer:</b></p> <ul style="list-style-type: none"> <li>• keeps a record of all money received and paid by the Club</li> <li>• works closely with the Keystone advisor to make sure money is deposited for safekeeping</li> <li>• collaborates with other officers, the Keystone advisor and other Keystoners to develop a budget for Keystone Club</li> </ul>

## Project committee leads/members

All Keystoners support projects by getting involved in outreach and fundraising. Beyond that, everyone also joins a committee, either as committee chair or member. Committee work gives you a chance to be in charge of things like marketing or working with volunteers. The Keystone advisor will provide coaching as you learn.

1. Communications	<p>The communications committee:</p> <ul style="list-style-type: none"> <li>• develops materials (flyers, posters, social-media posts, etc.) to promote Keystone projects/events to the Club and to the community</li> </ul>
2. Outreach	<p>The outreach committee:</p> <ul style="list-style-type: none"> <li>• identifies and plans outreach activities/events in and out of the Club (pizza parties, information tables at school, etc.)</li> <li>• reaches out to staff, parents, and community members to encourage their participation in projects/events</li> </ul>
3. Volunteer	<p>The volunteer committee:</p> <ul style="list-style-type: none"> <li>• determines the need for volunteers to help with Keystone Club projects/events</li> <li>• develops volunteer job descriptions</li> <li>• reaches out to potential volunteers and provides orientation for them before and during the project/event</li> </ul>
4. Welcome, registration and logistics	<p>The welcome, registration and logistics committee:</p> <ul style="list-style-type: none"> <li>• greets volunteers at the start of a project/event</li> <li>• oversees registration and sign-up</li> <li>• determines supplies and materials needed</li> <li>• gets materials to the site and distributes them at the project/event (such as programs, nametags, etc.).</li> </ul>
5. Historian	<p>The historian committee:</p> <ul style="list-style-type: none"> <li>• documents a project/event (both the activities leading up to it as well as the day itself) by taking videos, photos or conducting interviews with participants</li> </ul>