

Chair's Correspondence



MIDKC District Board

May, 2022

Official Newsletter



Ashika Gangur MIDKC LTG Chair

Hi! I'm Ashika, and I'm the LTG Chair this term. I'm a junior at Salem High School, and my home club is the PCEP Key Club in Division 13. Outside of Key Club, I'm also on my school's quiz bowl team and I'm a volunteer at my local library. I'm a huge book and movie fan too.

I'm excited to work with all of you this year. You can count on me to get all of my work done and to be on top of communications. I expect the same from all of you in return, and also to be open when you need help because that's what I'm here for.

Thanks for your patience in starting the new term, and I hope you have an awesome time on board. You can come to me with any questions or concerns. Good luck!

APRIL'S LTG OF THE MONTH

CLARA BERRY

Division 8

- 1st to Update Profile on Key Club Website
- 1st LTG to send out April Newsletter

The quality of your work has been really great; I can tell you put in a lot of effort. It's really cool that you have so much initiative; you were the first LTG to send out your newsletter! Awesome job this month!
- Ashika

Spring Board in Bay City!

Time/Date

May 20th - May 21st

Executive Board arrives May 20th.

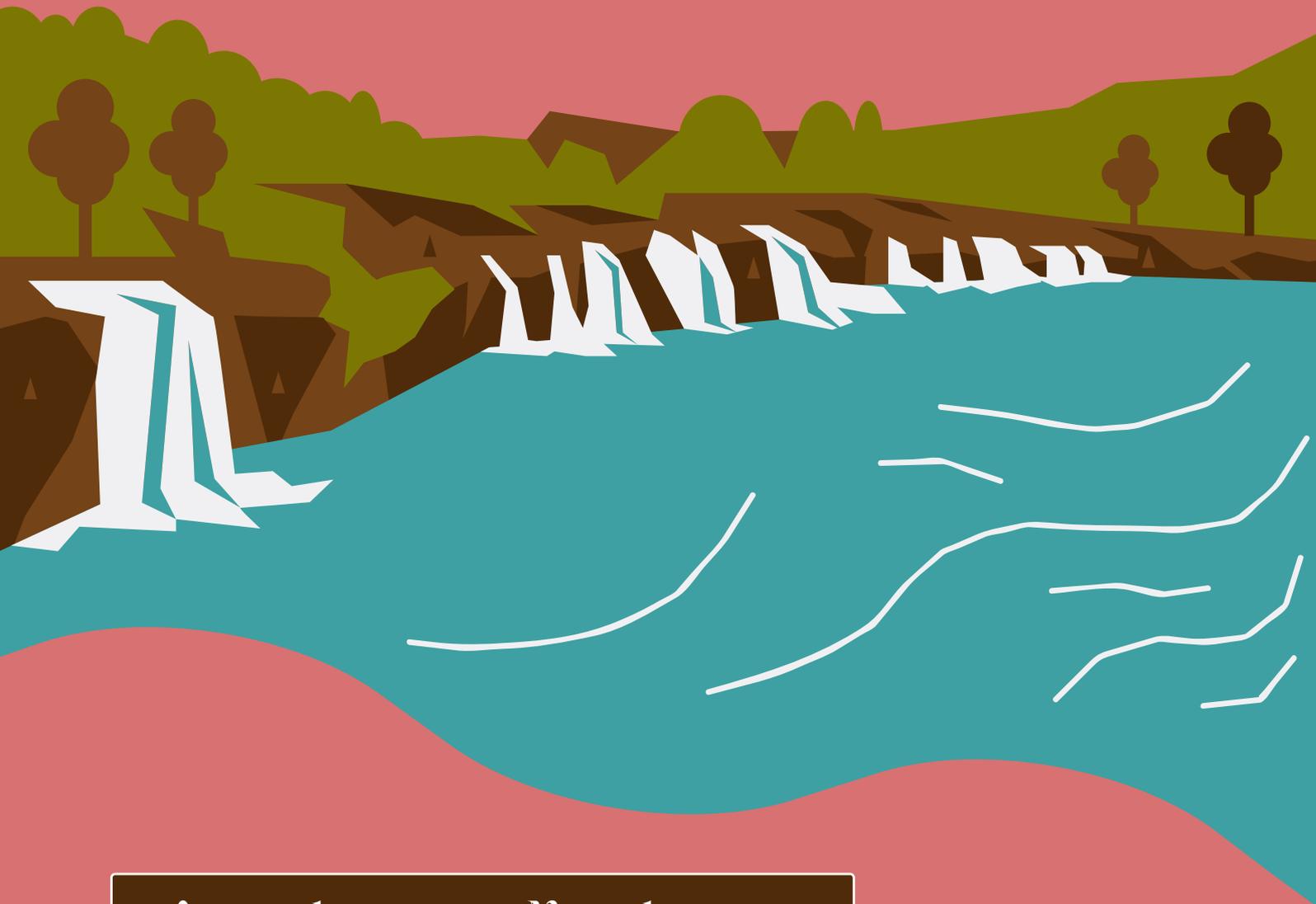
District Board (LTG's & Committee
Chairs) arrives May 21st.

Location

Doubletree by Hilton

City-Riverfront

One Wenonah Park Place, Bay City, MI,
48708



Attendance is Mandatory

May Tasks



Spring Board

Spring Board is our first district board trainer. We plan for the year ahead and it's the best time to get closer with the rest of d-board. There's more info about it above. >



Fill out May LTG MRF

Fill out your LTG specific MRF so we know what's been going on in your division and if you need help. >



Advertise Open District Board Positions

Advertise the open district board positions on all platforms and in email. There are many open LTG spots that need to get filled ASAP. >



Create May Newsletter

The May Newsletter is due on May 15th. Send it out in reflector and to all your clubs. Add it to the wix website as well. The topics you should include are in Marwa's Newsletter. >

May Tasks



Submit Contact Information

Submit your name, division, school, phone number, and email to our secretary Richa or to me. This is very important so we can begin to make our district board contact list.



Send out Secretary Remind

Our District secretary Richa has a remind for club secretaries. It's important you send out this code and double check that each secretary in your division has joined so she can have calls and start training. (text @202223se to the number 81010)



Send Me an Update

I need an update that you've read this newsletter and an update on how far you are with your tasks. Please text or email me this. My contact information is listed below in this newsletter. **This is very important** so I can help you out best. Thanks!



District Board Applications

As of right now, we've filled up all spots on Executive Board and all committee chair positions. Great work! However, we have many LTG positions open. Let's work on getting those filled before school lets out. I want you to send text messages to the presidents of all the active clubs in your division. Have them recommend people who would be good for the role of LTG. If anyone at all is interested, provide them with the application AND let me know so I can help them fill it out. Thanks for your hard work!



Click Image to
Access Links

Transition Guide

The transition guide is a comprehensive set of resources and documents that will help you this year. Read it fully, and ask questions once you're done. I think it will help you understand what's expected of you this year, and what the responsibilities of your position are.

[TRANSITION GUIDE](#)

ERF'S

Click Image to
Access Graphic

Run For Key Club Board!



President

As the president of your key club, you are in charge of generally running the club's affairs, attending meetings regularly, evaluating club meetings and club officers to make sure they are all doing their jobs, set goals for your term, monitor the club's progress, motivate members, stay organized, and when the time comes make sure to prepare next year's president for duties as your club's next chief officer.

Vice President

A well organized and properly operating Key Club should have a properly trained vice-president who is prepared to administer the Key Club in the absence of the president. To do this effectively, you must be in contact with the work and policies of the club. You are responsible as the president to make sure that the president's functions are executed properly. That means that you must know Key Club inside and out and the duties of each officer and member, and be able to lead your club with the other officer and members.



Treasurer

A Key Club can't operate without a responsible and honest treasurer. The treasurer is responsible for collect member dues in coordination with the secretary and forwarding dues to the International Office. They should prepare the club's budget, present it to the board for approval, and ensure that club activities adhere to the budget. They should also maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.

Secretary

The office of the secretary is one of the most demanding in the Key Club organization because the secretary manages all of the club's records, files, and details. The secretary should take attendance at every meeting, turn in an MRF on the 10th of every month, and update roster forms based on dues collected. They are responsible for keeping a nice, clean, organized record of what your key club has done all year!



Editor

The editor is the advertiser, the communicator, and general publicity person of the club. The editor makes sure the club, and even the public, is informed of the service Key Club renders. The club editor works alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, fliers, bulletins, and other publicity pieces. Club editors have the responsibility of making Key Club known within their school and their community.

Webmaster

The webmaster works alongside the editor and secretary to promote their Key Clubs online. A webmaster's duties include creating a club website, maintaining accurate and up-to-date information on your club's website, share your club's activities on social media, helping recruit members by sharing your club's story through online outlets, and engage with members through web-based outlets.



Getting ERF's from each of your clubs is one of the most important tasks of the term.

An ERF is an election report form. It includes the results club elections and information about the new club board. ERF's from each school are essential for district board because we cannot communicate with clubs otherwise. Last term, ERF's were turned in very late, near January, and we didn't have any updated contacts. This term, I want your goal to be to get ERF's before the end of summer. ERF's are due on October 1st, so please complete collect your clubs' ERF's before then. Feel free to use this graphic I made a while back to the right to advertise elections, and send out the ERF form along with it when it's sent out.

[ERF Link](#)

MRF

MRF's (Monthly Report Forms) need to be filled out by club secretaries. MRF's are about monthly club happenings. They are due the first of every month. Send them out to club advisors, secretaries, and presidents.

[MRF Link](#)



Position Specific Forms to Send



TRF

TRF's (Treasurer Report Forms) need to be filled out by the club treasurers. TRF's are about a club's financial standing. They are due the first of every month. Send them out to club advisors, treasurers, and presidents.

[TRF Link](#)



INSTAGRAM

@LTG.CHAIR

Contact

EMAIL

LTGCHAIR@MIKEYCLUB.ORG



PHONE / MESSAGE

734-773-9273



[MIKEYCLUB.ORG](https://www.mikeyclub.org)

Google Classroom Code: ct64zir

Please be sure to join the LTG Google Classroom. There will be submission pages for newsletters, report forms, and OTC's in the future. I'll be sending out reminders using Google Classroom, and you can also contact me using the platform.