

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.
 - i. Introduce officers.
 - ii. Introduce advisor.
 - iii. Introduce guests.
- b. Icebreakers — [Check out these ideas to kick off the meeting.](#)

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 the 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 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. Adjournment

- a. Thank everyone for their participation, especially guests.
- b. Give details about the next meeting.