

# IDENTIFYING, SELECTING & BUILDING KAY LEADERSHIP POSITIONS

**You must select the right members as candidates.  
If you select well, the benefits are multiplied  
and seem nearly endless.  
If you select poorly, the problems are multiplied  
and seem endless.**

1. Carefully read the KAY Constitution (KAY Handbook, Section I, pg. 4-6, enclosed).
2. Identify the leadership positions for your club. Typically, a club will select a president, vice president, secretary and treasurer.
3. Appoint a nominating committee (Section I, page 6, Article 9). The nominating committee will select the candidates for president, vice-president, secretary and treasurer. **NOTE: It is suggested that you consider adding 2 adults to this committee—faculty or school administrators who can speak to the candidates qualifications and character.**
4. Allow members interested in seeking an office to submit their name for candidacy.
5. All candidates should submit a “Seeking A KAY Leadership Position” form which also indicates “Why they are seeking office” (sample enclosed; change as needed).
6. The nominating committee should carefully consider the candidates “KAY Leadership Position” information and the following leadership qualities in each candidate, most importantly—the candidates for president:



- ▶ **Character**
- ▶ **Influence**
- ▶ **Positive Attitude**
- ▶ **Confidence**
- ▶ **Teamwork**

- ▶ **Good People Skills**
- ▶ **Proven Track Record**
- ▶ **Self Discipline**
- ▶ **Effective Communication Skills**
- ▶ **Dedication/Commitment**

7. Please read “Thoughts on Club Leadership” (Section I, page 9) for ideas.
8. Hand each candidate a copy of the duties of the office they have been nominated for (Constitution, Section I, pages 4-5). If there are additional expectations, please let them know at this time. **It is extremely important that candidates understand what will be expected of them throughout the school year.**

9. Hand each candidate a copy of the Officer's Agreement (Section I, page 11). Ask them to complete the form and return before the balloting takes place (form also enclosed).



10. Prepare ballots.

11. At a club meeting prior to the election, ask an outstanding member(s) to give their perspective on the importance of electing individuals who will assume responsibility, have enthusiasm, are respected by students and faculty and will give top priority to their officer's responsibilities. Ask candidates to tell the membership "Why they want to be a KAY Officer/Leader".

12. Selection of your officers should be done by secret ballot. Consider voting by placing a ballot box in the sponsor's room (or an easily monitored room). Members will need to receive a ballot and may vote anytime during an appointed day.

13. Once your new officers have been selected, they should meet with the sponsor and the outgoing officers to appoint members to the board positions. Please consider members who have made contributions to your club and those who will be strong team members. **NOTE 1:** It is not necessary to utilize all board positions identified in the Constitution. **NOTE 2:** In this era of technology, clubs are encouraged to consider a board position for technology – i.e., KAY web design, power point presentations, email member reminders, etc.

NOTE:

- Don't let the "Board" become the club (i.e., a large group that seems to make all of the decisions and have all of the fun).
- It is better to have too much to do vs. not enough to do. People (board members & members) who don't have anything to do get bored and quit showing up.

14. It is important that your perspective new board members understand what will be expected of them throughout the school year. Hand them a copy of their duties for the position they have been nominated for (see Constitution).

15. Hand each board member candidate a copy of the Board Members Agreement (Section 1, page 8). Ask them to complete the form and return before the positions are identified.

16. **It is extremely important that every officer and board member understand that they will need to take the initiative from time to time and always lead by example.**

17. See [www.kshsaa.org](http://www.kshsaa.org) (activities/KAY/News/Election Info) for more ideas.

**The strength of an organization is a direct result of the strength of it's leaders.  
EVERYTHING RISES AND FALLS ON LEADERSHIP!**