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Me (left) and Governor Walaa (right) after our Summer Board meeting.
Hello Vice Presidents,

My name is Elizabeth McGuoirk and I am your Executive Assistant for the 2015-2016 service year. The Executive Assistant is the right-hand man to the Governor, just like you are the right-hand man to the President.

I am currently a second semester senior at Rensselaer Polytechnic Institute studying Electrical Engineering. Also, I am in a sorority: Alpha Omega Epsilon. In my free time (which is rare), I enjoy watching school hockey games, hanging with friends, FaceTiming my dog Darla, and traveling. I drink too much coffee, eat too much chocolate, and my alter ego is Taylor Swift.

I have been in the K–Family for about 8 years, starting in Key Club in high school and continuing in Circle K. I am a member of Rensselaer Polytechnic Institute (RPI) Circle K. I have held various positions in Circle K including Secretary of RPI, Vice President of RPI, Lieutenant Governor of the Capital Division and my current position as Executive Assistant.

Throughout my time in Circle K, I have been able to expand my skills in service, leadership, and fellowship, but service was always a favorite of mine. My favorite service project is helping out at the food bank and RPI’s Annual Haunted House. I also enjoy helping out at the American Foundation for Suicide Prevention’s Out of the Darkness Walks. I even brought one of these walks to my school last spring, as a goal I set for myself in the fall, proving that you can do anything you put your mind to!

As someone who was previously a vice president, I understand the amount of work and pressure that you are under. This handbook includes everything I wish I had when I was in your position!

Yours in Service,

Elizabeth McGuoirk
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Vice President Responsibilities

What does a Vice President do?

Main Responsibilities:

1. Support the President especially when he or she is very stressed
2. Assume Presidential duties in the absence of him or her
3. Set a good example for the other members
4. Be an active member of the Executive Board and Club
5. Recruit new members

Club Specific Responsibilities (specific to particular clubs):

1. Be in charge of Committee Chairs
2. Plan Service Projects
3. Check and send emails

Governor Walaa (right) and I representing New York at CKIx!

Technology Chair Jack, me, LTG Tina, K-Fam Relations Chair Jeffery and Nyck Celebrating 100 years of Kiwanis.
Words to Describe Circle K

Dedicated  Loving
Caring  Inspire
Love  Service
Community  Welcoming

Picture 6: Selfies with Johnny K (Also Featured LTG Tina, Diane, Technology Chair Jack, and District Secretary Jerry)!
Service Project Ideas

In-House Service Projects:

1. Various Holiday Cards for Local Hospitals/Shelters
2. No Sew Blankets
3. Make Dog/Cat Toys

Out-of-House Service Projects:

1. Food Bank
2. Local Shelter/Hospital
3. Ronald McDonald House
4. Key Club/Kiwanis Events
5. Host your own!
   (ア) Haunted House
   (イ) Murder Mystery
   (ウ) Iron Chef

Picture 1: Me (left) and my Mom (right) at a hockey game who is my biggest inspiration, because she's always believed in me and my ability to be a leader.
Recruitment

- **Put up Posters/Flyers**
  - High traffic locations
  - Freshmen dorms
  - Attention grabbers
    - Bright colors
    - Big font

- **Swag**
  - College students love free things
  - Give away small items
  - Something unique
  - Put information on said swag

- **Key Club**
  - Most likely have heard of Circle K
  - Already love service
  - Keep their interest by saying all the fun things you do

- **Useful Tips**
  - Use a good hook
    - Want to serve the community while meeting potential employers?
    - Were you in Key Club?
    - We are the college version of Key Club!
    - Our organization serves __ hours and helps over __ people!
  - Stand in front of your table
  - Wear CKI apparel
  - Smile and look friendly
  - Move table up 3 inches ahead of the others
  - BE SURE TO SIGN UP FOR THE CLUB/ACTIVITIES FAIR
Retention

- Follow up with new members
  - Make them feel like they are valuable
  - Develop a personal relationship
  - Be welcoming
  - Learn the names of new members
- Icebreakers
  - Use icebreakers to prevent cliques
  - Make sure everyone is included in club activities
  - Encourage friendships between all members
- Meeting Etiquette
  - Make your club look organized
  - Be punctual
  - Prepare an agenda
  - Send out minutes as soon as you can after the meeting
- Fellowship Activities
  - Have a “Welcome to Circle K” event
  - Continue to have fellowship events throughout the semester
  - Ask new members what they would like to do
  - Ask them to help plan an event

Picture 9: The District Board playing laser tag during Summer Board.