 BHS Key Club 

Duties of the Club Editor

The role of the club editor is that of a public relations officer. 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 website, flyers, bulletins, and other publicity pieces. Club editors have the responsibility of making Key Club known within their school and their community.

BHS Club Editor Duties and Responsibilities

1. Attend all club meetings (Board of Directors and general membership meetings).
2. Make weekly (at a minimum)updates to the BHS Key Club website.
	1. Important dates/announcements
	2. Up to date calendar information
	3. Meeting dates and times
	4. Service projects & photos of service projects
3. Post signs announcing meeting dates, projects, and any type of Key Club promotion at your school and in the community.
4. Attend or send a proxy to activities to take pictures for the website/scrapbook.