

Board of Directors

Duties and Responsibilities

The board of directors meets at least once a month and at the call of the president or by call of a majority of the board of directors. The Standard Form for Club Bylaws is the reference for board responsibilities:

Membership - Articles III, IV

- Procedure for admitting members
- Senior and honorary membership
- Resignations

Discipline - Article V

- Suspension and reinstatement of membership

Structure - Articles VII, XI

- Board member qualifications
- Board responsibilities (determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, general management of the club*)
- Club and board meetings

Policies and Procedures -

Articles XI, XII, XV, XVII, XVIII, XIX

- Approve length of club meetings for special occasions
- Determine date of annual meeting for election of officers
- Oversee filling of club officer vacancies
- Review and approve International and district reports
- Pay dues and other obligations to International and the district
- Provide funds for expenses of convention delegates
- Provide representation at International and district meetings

Consider public questions or proposed legislation

following review by the committee on community services

- Determine revenue sources for approval by members
- Adopt budget by October 1 (no later than October 15)
- Provide audit of club's books of account
- Determine the official depository
- Designate substitute to sign checks
- Assign duties to the vice-president/president-elect

*Every member of the board (not just the president and secretary) should evaluate club performance continuously: board functioning, committee functioning, the functioning of individual officers, the club meeting, membership growth, Kiwanis education, financial management, public relations, achievement by service committees, attendance, relationships with its sponsored program organizations, reports, and everything else suggested by the phrase "the general management of the club" (Article VII, Section 4).

Then, when the board meets, the reports of the secretary, treasurer, and committee chairmen will not be routine items on the agenda. Rather, they will provide opportunities for every board member to express commendations, concerns, or recommendations. A board meeting then becomes an evaluation session, and the board will carry out its role of "general management of the club" by taking appropriate action if the need for action is apparent.