

Club President

Duties & Responsibilities

During the next 16 months, you will plan, organize, and carry out a diverse set of responsibilities associated with your role as the club's chief executive officer.

Be assured that everyone in your club wants you to be successful. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest

and skill. Remember, “planning and preparation count” and “enthusiasm is catching.” Your basic duties are prescribed in the Standard Form for Club Bylaws, Article VI.

Duties and Responsibilities

- *Appointing and delegating* — Take great care in the appointments you make and in delegating tasks.
- *Attending* — As an ex-officio member of all committees, attend as many committee meetings as possible (but let the chairmen run their meetings). Attend, and encourage others to attend, the International convention and all division and district functions.
- *Budgeting* — Make certain the budget is completed and approved by the board by October 1. Track it monthly. See that the books are audited externally or by internal appointees at the end of the administrative year.
- *Communicating* — Communications need to be clear, and everyone in the club needs to be linked into the communications flow.
- *Education* — Club officers, board, and committee chairmen must clearly understand and carry out their responsibilities throughout the year.
- *Evaluating* — Ongoing analysis of club meetings and operations leads to continuous improvement in the club.
- *Goal Setting* — Goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- *Monitoring* — Continuously monitor the club's progress toward goal accomplishment and the activities/responsibilities of all officers and appointees.
- *Motivating* — Establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- *Presiding* — Make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has great fun and fellowship.
- *Problem Solving* — Make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
- *Recruiting and Retaining* — Make certain all members are active/involved. New membership is the lifeblood of the club and its level of service.
- *Have an aggressive, yearlong membership campaign with weekly/monthly goals to be achieved.* Make certain new members understand Kiwanis before induction and are actively involved immediately after induction.
- *Reporting* — The club president bears ultimate responsibility for meeting the reporting requirements of the district and Kiwanis International. Most reports are sent to the club secretary to be completed with the club president. See page 85 for a complete list of reports and due dates.
- *Succession* — Prepare next year's president for duties as the club's chief executive. Encourage him or her to attend the Club Leadership Education Session.

CLUB COMMITTEES AND SPECIAL APPOINTMENTS OVERVIEW

Each club has official bylaws that are based on the Standard Form of Club Bylaws and have been approved by Kiwanis International. The Standard Form suggests several standing committees that all clubs should appoint. (If you cannot locate your club's bylaws, you can request a copy from the Member Services Department, ext. 390, at Kiwanis International.)

Other than those committees required by your club's bylaws, the club president-designate may establish special committees for the year or portion of the year to meet special needs or interests of the club. Your club may have certain special committees that are club traditions but do not appear in the club bylaws. As president-designate you are not required to continue any club committee except those listed in your approved bylaws. Carefully review all existing special committees to determine which ones should continue.

In some instances, a given issue may require study or actions by an individual (special appointment) rather than a committee. For example, you may want an appropriate past president to serve as a special advisor to the president, or you may want an individual to review your club's bylaws for possible updating.

General Duties of Standing Committees

The Committee on Club Administration is responsible for providing the most effective club meeting possible. Areas of focus should include the club meeting program, risk management, reception, fellowship, and inter-club relations, as well as other areas the committee may deem pertinent.

The Committee on Community Services should implement projects on the arts, business affairs, citizenship, civic improvement, community beautification, conservation, health, international understanding, literacy, public affairs, safety, or help for senior citizens and disabled persons. Popular projects include Special Olympics, Meals on Wheels, issues forums, and youth exchange.

The Committee on Finance and Fund-raising is responsible for preparing a budget of estimated income and expenses for submission to the board of directors, as well as any recommendations it may have on financial matters of the club. It also is responsible for securing the funds necessary to meet budget requirements.

The Committee on Human and Spiritual Values should implement projects that support spiritual development, provide human companionship and comfort, or offer counseling and guidance. Projects can encourage interfaith and interdenominational religious activity, such as prayer, but should not support a specific religious sect. Popular projects include prayer breakfasts, layman of the year awards, transportation to religious services, visits to nursing homes, and support of grief counseling.

Timeline

All committee chairmen and special appointments should be made prior to July 15. Selection of committee members should be completed by August 1. During August, the chairman of each committee should meet with committee members to review committee materials and committee goals and timelines.

Service committees should work out the details for conducting/completing a community analysis, which needs to be completed by October 1. All committees and special appointees should finalize a project schedule and submit a budget proposal for board consideration before the end of September.

The Committee on Membership Growth and Education should strive to increase membership according to the standards provided in the bylaws. The committee should consider all Membership Applications and submit its recommendations to the board of directors. The committee also should develop an effective orientation and induction ceremony for new members and promote regular attendance by all members at club meetings.

The Committee on Public Relations is responsible for helping to ensure that the public receives, through the media and other means, the Objects, goals, programs, and achievements of Kiwanis International and the club.

The Committee on Sponsored Youth shall devise ways and means to establish and support Kiwanis Kids clubs in elementary schools, Builders Clubs in junior high or middle school, Key Clubs in high schools, Circle K clubs in the universities and colleges and Aktion Clubs for adults with disabilities and should encourage and promote the activities of all Aktion Clubs, Kiwanis Kids, Builders Clubs, Key Clubs, and Circle K clubs sponsored by the club. The committee should include the Kiwanis club advisors to sponsored Circle K, Key Club, Builders Club, Kiwanis Kids and Aktion Club.

The Committee on Young Children: Priority One should implement projects for children, prenatal through age five. Projects can address maternal and child health, childcare, early development, nutrition, parenting education and support, advocacy, pediatric trauma, or safety. Popular projects include encouraging literacy, assisting childcare and preschool programs, distributing the home-safety checklist, conducting bicycle safety programs, and assisting with immunization programs.

Selection and Motivation of Committee Chairmen and Special Appointees

Because club success is so dependent on the organization and functioning of the club's committees, the process you utilize to select committee chairmen and the type of continuing relationship you establish with those selected are of critical importance.

Motivation to action is enhanced when people have a clear definition of expectations and timelines and sufficient reminders, follow-up, and praise. The General Duties of Committee Chairmen (p. 20) covers the basics you should negotiate with each club member who wants to chair a club committee or perform a special task for the club.

Committee Structure and Special Appointments

Discuss these steps with current president and secretary:

1. List all current standing committees (see bylaws): _____

2. List all current special committees: _____

3. List all current special appointments: _____

4. Cross out those committees and appointments from 2 and 3 above that will complete their work by the end of the current year and should not be reappointed for your administrative year.

5. List additional special committees that are needed during your year as president: _____

6. List additional special appointments that are needed during your year as president: _____

7. Review the General Duties of Committee Chairmen. (p. 20)

8. Provide the General Duties when approaching candidates and making appointments.

9. Remember to give ongoing feedback and encouragement throughout the year.

Club President-Elect/Vice-President

Your basic duties are prescribed in the Standard Form for Club Bylaws, Article VI.

Duties and Responsibilities

- Preside at club meetings in the absence of the president.
- Attend board of directors meetings.
- Preside at board of directors meetings in the absence of the president.
- Perform other duties as pertain to such office or as may be assigned by the president or the board of directors.

Time spent working with the president will provide insight on the following year's duties .

Attendance at the division education conference, division council meetings, and district and International conventions will help prepare the president-elect to assume the leadership role of president.

Special Advisor to the President

Before the beginning of the administrative year, the incoming club president should check the club roster for the name of a member who may serve as special advisor.

The special advisor may be a past secretary, president, lieutenant governor, governor, or any Kiwanian with long service who understands the purpose and function of Kiwanis.

It is not expected that the new president or advisor know everything about Kiwanis. The advisor will be able, however, to assist the president in decision-making and to present the overall picture of club operations as they relate to the division, district, and International organization. This is not an elected position, but all club members should be made aware of the appointment to ensure confidence among club members, committee chairmen, and the advisor.

The president should exercise care in the selection of the advisor, for this appointment may be the key that helps the club have a successful year.

General Duties of Committee Chairmen

The committee chairman is the key to effective committee functioning. Without leadership, the committee has no motivation and no authority for functioning. Each committee chairman is to:

1. *Call a meeting of the committee during August prior to the beginning of the administrative year. Agenda should include:*
 - a. Orienting committee members to area of responsibility, committee procedures, and schedule for the coming year.
 - b. Reviewing basic materials received from the president-designate.
 - c. Considering special goals, requests, or other communications from the president-designate.
 - d. Reviewing the activities and achievements of the committee during the past year.
 - e. Seeking suggestions from each person present on possible activities of the committee during the coming year.
 - f. (Service committees) Discussing methods by which the committee will become aware of community needs and opportunities related to its area of responsibility—preferably through completion of a community survey and analysis (p. 36).
 - g. Determining the amount of funds the committee needs in the forthcoming club budget.
 - h. Planning for specific activities that will be initiated in October.

2. *Call monthly meetings of the committee to ensure the implementation of activities agreed upon. Monthly agenda items should include:*
 - a. Review of communications received by the chairman and any member.
 - b. Review and evaluation of achievements since the past meeting.
 - c. Determining activities for the coming month.
 - d. Assigning responsibilities to committee members: who, when, where. (The chairman does not need to direct every activity; any member can serve as a project chairman.)
 - e. Reviewing and refining plans for the remaining months of the administrative year. (Prior to October 1, the committee should develop a tentative 12-month plan of action and then adjust it as necessary at subsequent meetings.)

3. *Submit written report to secretary and president by end of each month.*

4. *Attend each meeting of the board of directors and be prepared to report on committee plans and achievement.*

Please make a copy of this page for each committee chairman and special appointment. Think through the job description and then negotiate the specific tasks and timelines with each appointee.

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.

Club President's Education of Incoming Officers and Appointees

Person Responsible: New Club President

Purposes:

- To review the club organization and the specific responsibilities of each elected and appointed leadership position in the club.
- To review and finalize the goals, actions, and timelines for overall club improvement and each committee and special appointment.
- To review Kiwanis International, district, and division goals for the club and incorporate these into the club's goals.
- To review the preliminary budget (income and expenses) for the club to accomplish its goals.
- The board of directors should approve final budget by October 1.
- To present a calendar of upcoming club, division, district, and International events.

When:

The Club President's Education of Incoming Officers and Appointees must be completed by September 30.

Preliminaries:

- This Leadership Guide provides step-by-step monthly guidance for planning and preparation, as well as essential worksheets, checklists, and reference materials to ensure a successful year for club presidents, club secretaries, and lieutenant governors.
- *Appointments, Goals, Actions, Timelines (accomplish in June-August).* Utilizing the Leadership Guide, work individually with each elected and appointed club leader to establish a clear understanding of responsibilities and agree to a set of goals and timelines.
- *Committee Organizational Meetings.* During the months prior to October, club committees should conduct organizational meetings to develop goals into preliminary plans of action and to develop a preliminary estimate of implementation costs.
- *International Convention (June/July) and District Convention.* Attend as a club delegate. Seminars conducted during these conventions provide a wealth of information useful to clubs in the areas of service, growth, and club organization.
- *Club Leadership Education (Spring/Summer).* Organized by incoming lieutenant governor to present district/division goals, expectations, and events, and to work with incoming presidents and secretaries on specific day-to-day operational procedures and requirements.

Bringing It All Together

1. *See that committees conduct organizational meetings and that goals and timelines are established.*
2. *Ask each elected and appointed incoming club leader to prepare an overview of responsibilities, goals, and timelines for presentation at the conference.* Ask committee chairmen to compile the results of their organization meetings into comprehensive reports of proposed committee goals, timelines, and estimated expenses/income.
3. *Gather district and division goals, and goals for general club improvements that are not covered by committees, for presentation at the conference.*
4. *Review with the incoming club secretary the due dates for reports and verifications, application deadlines, club annual meeting and election, award criteria, etc.* (Use club bylaws, achievement award criteria; information on upcoming International, district, division, and club activities, etc.) Incoming club secretary should prepare a calendar for club leaders, which chronologically by month/day identifies all due dates and major events throughout the year. This should be presented at the conference. Also, the club secretary might provide incoming club leaders with copies of the club's bylaws, the "Club Status" criteria, information about achievement award criteria, and information about life member status, banner patch awards, etc.
5. *Work with incoming secretary and treasurer to organize a preliminary budget. Treasurer should prepare for presentation at the conference.*

Notification:

Establish a time and place for meeting and make certain each elected and appointed club official will attend.

Club President's Education of Incoming Officers and Appointees (Sample Agenda)

Conference Site _____	Date _____	Time _____	
Time	Topic	Presenter	Time Allocated
_____	Opening: Call to Order	_____	_____
	Flag Salute (optional)	_____	_____
	Invocation (Optional)	_____	_____
_____	Present overview of upcoming year (club organization, plans)	Incoming President _____	_____
	Distribute club, division and district goals and plans	Incoming President _____	_____
	Acknowledge preparation for this conference and the upcoming year, by incoming elected and appointed club officials	Incoming President _____	_____
_____	Secretary's report and discussion (review of bylaws, reports, awards; distribution of calendar of upcoming events, activities, and deadlines)	Incoming Secretary _____	_____
_____	Reports of club officers and appointees (review all officers, appointees general duties/responsibilities, committee goals, action plans)	_____	_____
_____	Treasurer's report and discussion (current service/incoming treasurer administrative accounts, preliminary budget of income/expenses)	_____	_____
_____	Establish schedules (board meetings, committee meetings, committee report due dates)	_____	_____
_____	New business	_____	_____
_____	Questions/Answers	_____	_____
_____	Adjourn	_____	_____

Club President's Conference

(To be conducted during the club's first or second regular club meeting in October.)

Topics to cover

Thank immediate past president and outgoing leadership team.

Introduce the incoming club leadership team:

- Officers
- Board of Directors
- Committee Chairmen
- Special Appointments (newsletter editor, special advisor to the president, public relations, etc.)

Distribute club roster.

Distribute and review club bylaws.

Announce the Kiwanis International President's goals for the year and review Young Children: Priority One.

Announce club's major goals and objectives for the year and what is needed and expected from members for the club to have a great year.

Have committee chairmen and others announce any immediate upcoming events or special plans.

Board of Directors Meeting

(Sample Agenda)

Roll Call

Club Secretary's Report

- Minutes
- Correspondence
- Approval for Payment of Bills

Treasurer's Report

- Administrative and Service Accounts

Report from Membership Committee

- Proposed New Members
- Resignations
- Review Club Rosters

Other Committee Reports

Unfinished Business (Prepare list in advance)

New Business

Club Evaluation (Discussion/suggestions for positive adjustments in club operations.)

Attendance	Club Newsletter	Kiwanis Education	President's Goals
Membership	New-club Building	Key Club	Service to Community
Club Meetings	Inter-clubbing	Circle K	Committee Functioning
Fund-raising	Builders Club	Aktion Club	
Finances	Public Relations	Kiwanis Kids	

Division Business

District Business

International Business

Club Meeting Agenda

(Sample)	Person Responsible	Start Time	End Time
Opening Ceremony (This may include a patriotic song or pledge, an inspirational thought, an invocation, or a simple welcome.)	_____	_____	_____
Introductions (Visiting district and division officers, new members, inter-clubs, other guests.)	_____	_____	_____
Communications Received	_____	_____	_____
Announcements			
• Board Actions.....	_____	_____	_____
• Projects.....	_____	_____	_____
• Meetings.....	_____	_____	_____
Committee Chairmen Reports	_____	_____	_____
Recognition of Members			
• Induction Ceremony	_____	_____	_____
• Awards Received	_____	_____	_____
• Newspaper Publicity.....	_____	_____	_____
• Birthdays	_____	_____	_____
• Anniversaries	_____	_____	_____
• Club Achievement	_____	_____	_____
• Extend greeting to visitors expressing appreciation for their attendance	_____	_____	_____
Presentations			
• Perfect Attendance Tabs	_____	_____	_____
• Certificates and Other Awards	_____	_____	_____
One-Minute Education Spot (See http://www.kiwanis.org/resources/club for "Education Minutes")	_____	_____	_____
Program			
• Introduction.....	_____	_____	_____
• Program	_____	_____	_____
• Thanks	_____	_____	_____
• Extend appreciation to visitors for attending	_____	_____	_____
Adjournment	_____	_____	_____

Club Meeting Protocol

Kiwanis protocol is planning and carrying out meetings in accordance with commonly accepted standards of good manners, dignity, courtesy, and proper respect for all participants.

- Members are greeted as they arrive.
- Flags, banner, bell, gavel, name badges, lectern, and guest badges are in place. Audiovisual aids are checked before the meeting.
- Visiting Kiwanis leaders (governor, lieutenant governor, etc.) are seated at the head table and recognized once during the meeting; they need not be recognized by each program participant. If a club invites the district governor or lieutenant governor, the club assumes all expenses with the exception of transportation.
- Complimentary meal arrangements for any guests are made prior to their arrival.
- It is a traditional practice in many Kiwanis clubs for members to rise and applaud when their lieutenant governor, governor, a member of the Kiwanis International Board, a past president of Kiwanis International, or other distinguished Kiwanian is introduced.
- When both the district governor and the host lieutenant governor are present at a club meeting, the president introduces the lieutenant governor who, in turn, introduces the governor.
- General introductions include inter-club delegations, visiting Kiwanians, potential members, representatives of sponsored program groups, and other guests.
- All members stand for the invocation.
- The president develops a standard timed agenda, knows who will have the floor, briefs all participants on their roles, and begins and ends meetings on time (p. 27).

- The president should recognize the achievements of individuals and committees and express the thanks for the club.

Courtesies to Speakers

Inform a speaker of:

- The date, time, and place of the meeting
 - Any request for speech content
 - Approximate size of the audience
 - Meeting agenda, time allotted for the speech, and adjournment time
 - What equipment is available (lectern, screen, etc.).
- Request the spelling and pronunciation of the speaker's name and a resumé for publicity and an introduction.
 - A designated member greets the speaker and introduces him or her to the president and other members. The speaker is given a guest or speaker's badge and seated at the head table.
 - A brief, formal introduction of the speaker precedes the presentation. A certificate of appreciation, subscription to KIWANIS magazine, or other inexpensive memento is an appropriate thank you, and club members should informally introduce themselves and express their thanks following the program. A day or two later, a note of appreciation should be sent from the club.
 - Members who must leave before or during a speaker's presentation should apologize to the speaker before leaving and sit at the rear in order to leave unobtrusively.
 - Many clubs make it a practice to rise and applaud when the speaker is introduced or at the conclusion of the presentation.

An Induction Script for New Members

While this is only a suggested format, keep in mind that the purpose of an induction is to begin the new member's Kiwanis experience in a meaningful way.

This ceremony focuses on the importance of personal sponsorship of a new member and what it means to be a Kiwanian.

PRESIDENT:

Kiwanis is something so good that each of us should want to share it. Surely there is no better evidence of our willingness to share Kiwanis than to sponsor a new member into our club. Each month, Kiwanis International inducts approximately 2,900 new members within our 96 countries. Today we are very pleased to recognize _____ (SPONSORING KIWANIAN) for wanting to share his/her "K" with our newest member, _____ (NEW MEMBER). The induction will be led by _____ (INDUCTOR), _____ (INFORMATION ABOUT INDUCTOR - past club president, lieutenant governor, etc.) I would like to ask these individuals to join me here.

INDUCTOR:

We are all very thankful to _____ (SPONSOR) for sponsoring our new member. _____ (SPONSOR), will you introduce _____ (NEW MEMBER) to his/her fellow Kiwanians?

SPONSOR:

Thank you. I take great pride in presenting our newest member, _____ (NEW MEMBER). He/she lives in _____ (CITY). _____ (NEW MEMBER). He/she and _____ (SPOUSE'S NAME, if applicable) have _____ (NUMBER) children: _____ (NEW MEMBER) is originally from _____ and has a _____ (DEGREE) from _____ (SCHOOL NAME). He/she is a _____ (TITLE OF POSITION) with _____ (EMPLOYER). Among his/her special interests are _____. I am very excited to be his/her sponsor.

INDUCTOR:

_____ (NEW MEMBER), by presenting you with this Official Certificate of Membership, I welcome you, on behalf of the entire membership, into the Kiwanis Club of _____. (Inductor presents membership certificate to the new member.)

PRESIDENT:

We welcome you to this global organization of volunteers dedicated to changing the world one child and one community at a time.

Will you, _____ (SPONSOR), now place the pin on _____'s (NEW MEMBER) lapel? (Sponsor pins new member with "K" he/she has been wearing today.) _____ (SPONSOR), the club thanks you for your willingness to share the values of service and fellowship in Kiwanis International with another individual. A new member for our club means new ideas, new enthusiasm, greater fellowship - and greater service. (If there is some recognition piece for the sponsor, it can be presented now.)

Today we have brought into our club a new member. As evidence that we commit to keeping our obligation to him/her as well, let's all stand and welcome _____ (NEW MEMBER) into our club! (Applause) We will ask _____ (NEW MEMBER) and _____ (SPONSOR) to come to the entryway as we adjourn to give you the opportunity to introduce yourself. Thank you!

Annual Club Meeting (Election of Officers)

Date

The Annual Club Meeting shall not be conducted earlier than the first week in April and not later than the second week in May (Standard Form for Club Bylaws, Article XI, Section 5).

Purpose

Elect officers and directors and hear reports from the club secretary and treasurer.

Schedule

As prescribed in club bylaws: at least five weeks in advance, the president appoints a nominating committee and announces it at a regular meeting (XII, 3).

The nominating committee submits a list of nominees to the president who, in turn, reports the list to the membership two weeks prior to election (XII, 4). At that time (or earlier), all club members are informed of the date of the annual meeting.

The president opens nominations from the floor at a regular meeting at least one week before the annual meeting (XII, 4).

On the day of the annual meeting, the election is conducted (XII, 5-8). (The president should review Article XII in its entirety prior to the election.) The president appoints a committee on elections (to distribute, collect, and count the ballots, and to report the results to the president) and presides during the election.

The Annual Report of Club Election must be submitted by June 1.

How Nominations Are Made

1. *By the nominating committee*

President: "We will have the report of the nominating committee."

Chairman of the Nominating Committee: "The nominating committee submits the following nominations: For president, Bob Adams; for vice-president,"...(etc., for each office to be filled-in the order listed in Article VI, ending with directors to be elected).

2. *From the floor*

President: "For president, Bob Adams is nominated by the nominating committee. Are there any further nominations for president?"

Member: "I nominate Shanice Walker."

President: "Shanice Walker is nominated. Are there any further nominations for president?"

If there are no further nominations for president:

President: "If not, nominations for president are closed." (The same procedure is followed until all nominations from the floor for all officers and directors are completed and nominations are closed.)

Voting Procedure

For any office in which there are more nominees than vacancies, the Standard Form for Club Bylaws (XII, 2) provides that “voting shall be by ballot and shall not be cumulative.” The president announces the offices to be filled and the candidates who have been nominated. Candidates must receive majority of votes cast to be elected. If additional balloting is required for this to happen, bylaws prescribe the procedure.

When the number of nominees for any office is the same as the number of vacancies, the president can declare candidates elected by “common consent” or by a “voice vote.”

1. *By common consent:*

President: Announce the office and the candidate. For example: “If there is no objection, the chairman declares Laura Conaway elected president.”

2. *By voice vote:*

President: “As many as are in favor of Laura Conaway for president, say aye. Those opposed, say no. The ayes have it, and Laura Conaway is elected president.”

If there have been no additional nominations from the floor, the entire slate recommended by the nominating committee can be elected similarly and at one time.

In any case, “only active, privileged, and senior members present and in good standing may vote. There shall be no voting by proxy.” Honorary members may not vote.

(Note: Depending upon your own bylaws, the secretary must either (1) be elected at this annual meeting or (2) be elected within one week after the annual meeting by the officers and directors who will constitute the board of directors the following year. (See XII, 7, and the explanatory note to XII, 1.)

Installation of Club Officers

(To be conducted at the end of September or the beginning of October.)

Arrangements Worksheet

Person Responsible

Preliminary Organization

- Plan the budget.
- Arrange date with lieutenant governor.
- Select and contract site.
- Arrange meal and entertainment.
- Order pins and awards.

Programs

- Design program.
- Determine quantity and order.
- Take programs to site.
- Distribute programs.

Participants

- Prepare list of honored guests.
- Prepare list of outgoing and incoming officers and directors with pronunciation guide for installing officer.
- Invite spouses and other special guests, including presidents and faculty advisor(s) of Circle K, Key Club, Builders Club, Kiwanis Kids or Aktion Clubs.
- Confirm attendance and make reservations for expected attendees.

Seating Arrangements

- Seating, which may be determined by club tradition, often includes a head table for the incoming and retiring presidents, the lieutenant governor (or other installing officers), the invocator, the master of ceremonies and speakers (if any).
- If spouses are invited, the spouses of these participants also are seated at the head table.
- Place cards for honored guests.
- Nametags on head table (purchase/fill out/arrange).

Decorations

- Order centerpieces for tables.
- Pick up and arrange decorations.

Installation of Club Officers

(Sample Agenda)

Person Responsible

Call to order	_____
Pledge of Allegiance (US clubs)	_____
Invocation	_____
Welcome	_____
Introduction of head table	_____
Introduction of other guests	_____
Introduction of entertainment	_____
Special presentations	_____
Recognition of retiring directors and officers	
Recognition of immediate past president	
Achievement awards and recognition	
Installation	_____
New directors	
Secretary	
Treasurer	
Vice-president	
President-elect	
President	
Acknowledgments	_____
Benediction	_____
Adjournment	_____
Payment of expenses	_____
Evaluation	_____

President

Installation of Club Officers

Recognize retiring directors and officers who will not be holding another office in the new year. The installing officer should ask these individuals to stand. This person thanks them for the leadership given to the club in the past year. The audience is asked to recognize them with applause.

Suggested text: (Ask immediate Past President to come forward as his/her name is announced)
“It is a wise provision in Kiwanis that provides for the Immediate Past President to continue one more year as a member of the board of directors. Experience as chief executive officer this past year will enable you to be most helpful, not only to your successor, but to the conduct of the business of the club by the new board of directors and the club. It is my pleasure to present to you your past president’s pin and by so doing, to charge you with giving your best as you remain a member of the board for one more year. Congratulations to you on your fine record this past year.”

Suggested text: (Ask New Directors to come forward as their names are announced.)
“The board of directors of a club is composed of you, the elected directors, and the officers. The board of directors handles most of the business of the club, so you have a tremendous responsibility. You shall determine the policies and activities of the club, approve the budget, approve all bills, take counsel with committees, and have general management of the club. I know you will accept these responsibilities with a desire to see that this club has the best year ever. It now becomes my pleasure to formally install each of you as a director of this club.”

Suggested text: (Ask New Secretary to come forward as his/her name is announced.)
“In Kiwanis, the “unsung hero” is the club secretary. Your role in handling club affairs, such as looking after all details of the club and board meetings, reports to be made, dues to be collected, correspondence to be answered and records to be kept up to date is all important if the club is to continue to run smoothly. The importance of the club secretary cannot be overemphasized. There has yet to be a successful Kiwanis club without an interested or effective secretary. I hereby formally install you as secretary of this club.”

Suggested text: (Ask New Treasurer to come forward as his/her name is announced.)
“As treasurer, you have been elected to an office demanding not only absolute integrity but also financial ability. It is your task to deposit the funds of the club and to disburse them upon the direction of the board of directors. You will report on the club’s finances at each meeting of the board and at such other times as the president and the board may request. I formally install you as treasurer of this club, knowing that you will be faithful to the trust given to you.”

Suggested text: (Ask Vice-President to come forward as his/her name is announced.)
“As next in line to the president, all that the president is, you are potentially. You will carry out the duties in the president’s absence. I would ask that you consider the remarks to be made to your new president as being addressed to you also. I formally install you as vice-president of this club.”

(If the club has more than one vice-president, these remarks must be adjusted accordingly.)

Suggested text: (Ask President-Elect to come forward as his/her name is announced.)
“You have been selected to lead your club during the following year. I ask that, like the vice-president, you would consider the remarks to be made to your new president as being addressed to you also. As you plan activities in your life, be mindful of the responsibilities you are accepting for leadership in the future with your club. You already have committed to attend the Club Leadership Education when it is offered and attendance at division and district meetings. I hereby formally install you as president-elect of this club.”

Suggested text: (Ask President to come forward as his/her name is announced.)

“You have been elected to the highest office your club can bestow upon you. It is an office of great honor but, also one with great responsibilities. To no small degree, the success of your club in this new year will depend upon the leadership you exhibit, in the conduct of club and board meetings, and counseling and inspiring your committees. You have been provided with the materials and the education designed to help you administer this club as its chief executive officer, but let me emphasize again several aspects of Kiwanis club leadership. Though you will be making many suggestions on the total program of the club, you must not become discouraged if your ideas are not always accepted. Your fellow officers, directors, and committee chairmen will also have many excellent ideas just as worthy of consideration. Do not assume the responsibilities of your fellow officers and your committee chairmen. Rather, inspire each of them to give of his or her best. Finally, I urge you to accept as your goal the task of making your club better, more meaningful to its members, and more valuable in its service to the community. I hereby formally install you as president of this club, and I sincerely hope that your administrative year will exceed your fondest expectations.”

Conclusion

“I congratulate the club on the excellent officers installed on this day, and wish for them and your club a most successful year. I can assure you of the complete cooperation and assistance of the division, district, and International officers and committee chairmen.”

PLEASE NOTE: On some occasions, time simply will not permit more than a very brief installation ceremony. In such cases, the following might be used as is or as modified by the installing officer:

Recognition of retiring directors and officers who will not be holding another office in the new year. (Use suggestions in preceding ceremony.)

Immediate Past President. (Announce his or her name and ask them to come forward)
(Use suggestions in preceding ceremony.)

Installation of new officers and directors. (If room permits, ask these individuals to come forward so they might better be seen by the audience.)

“I do hereby proclaim that each of you is officially installed in the office to which you have been elected.

“I congratulate the club on the excellent officers installed on this day and wish for them and your club a most successful year. I can assure you of the complete cooperation and assistance of the division, district, and International officers and committee chairmen.”

Community Analysis

Conducting a community analysis will help the club find projects that, if successfully implemented, will have a meaningful impact on the community. The purpose is to discover and identify services the community lacks and transform that information into positive change by club members and community resources. All clubs should conduct a community analysis to ensure the club's projects and services are still needed and to identify new initiatives.

Important Steps

1. Communicate with club members the need to evaluate the club's current role in the community.
 - Suggest that current projects be reviewed to see if their services are still effective.
 - Are a significant number of people being served?
 - Does another agency offer the same services?
 - Are positive public relations opportunities afforded to the club through its projects?
 - Are members still interested in the projects?
 - Does the community still value the projects as much as the club does?
2. Invite club members to participate in a community analysis committee.
3. Meet to brainstorm a list of key informants and service providers within the community.
 - Key informants include elected and public officials, advocates, religious leaders, and company CEOs.
 - Service providers are those who offer services to the community such as hospital personnel; health, human-service, safety, government, and law-enforcement agencies; child-care providers; and public-school officials.
4. Divide the list of informants and providers between committee members.
5. Call each informant to see if he or she would be willing to participate.
 - For organizations, committee members will need to determine the name, title, address, and phone number of the most appropriate person to survey.
6. Conduct the survey by interview, phone survey, or written questionnaire. The questionnaire should include:
 - A self-addressed, stamped envelope and a cover letter, which outlines the purpose of your survey, describes your club, and indicates a deadline for survey response.
7. Make follow-up phone calls to those who have not returned surveys.
8. Meet to review findings, compile data, and analyze findings.
 - Attach statistics and resource materials.
 - Eliminate impractical project recommendations. Weigh the club's resources against the community's needs.
 - Prioritize remaining projects according to need, urgency, potential impact, club interests, community support, and resources available.
 - Develop formal service-project and fund-raising recommendations for club leaders.
 - Consider utilizing information to help develop a 3-5 year strategic plan.
9. At the following board meeting, present findings and recommendations to board members.
10. Send findings, along with thank-you notes, to informants.
 - Include project plans and an invitation to upcoming meetings or events.
11. Keep results on file and review annually to update projects and keep the club's efforts focused on the community's needs.
12. You may want to request a copy of the needs analysis booklet for the Young Children: Priority One program.

Club Assessment

All Kiwanis clubs should undergo regular checkups, because no matter how good your club is, you can always be better. An annual assessment will help you identify the current status of your club based on member input. By measuring the relative value your club offers its members, the exercise will identify characteristics that may cause current members to resign their membership or discourage individuals from accepting your membership invitation.

The annual club assessment will provide insight into your club by evaluating its performance and determining the members' expectations. What members value changes over time and so must member benefits, tangible and intangible. Therefore, it is necessary to conduct the club assessment on a yearly basis. Over time, you will be able to track how your club has evolved to meet the needs of the membership and the growth that resulted.

In addition to the annual assessment, there are simple things that can be done throughout the year to keep you in touch with member expectations, such as informal one-on-one meetings with members and exit interviews with members who leave your club.

Annual Club Assessment

The club's membership committee should administer the assessment (Membership Development Manual). Conduct the club assessment during the planning stage for the upcoming year or at the beginning of each administrative year.

MEMBERSHIP COMMITTEE CONTACTS THE CLUB PRESIDENT

Ask the president to include you on the board of directors meeting agenda. Ask the board to schedule time during an upcoming club meeting to conduct the survey.

INFORM CLUB MEMBERS

Announce ahead of time the meeting date so members are prepared. At the designated meeting, inform the members that you have been asked by the club board of directors to conduct the annual assessment and are asking for their input on how to strengthen the club.

CONDUCT SURVEY

Duplicate the assessment form so every member has one. Distribute the survey and ask members to answer all the questions to the best of their knowledge. Remember, perception is reality; therefore, it is important to see things from the members' perspective. Assure them all the information they provide is confidential. Encourage them to submit any additional ideas they have as well.

CONTACT ABSENT MEMBERS

Ask the club secretary for the addresses of members unable to attend the meeting. Mail the surveys and ask that responses be returned within one week. Assure them all their information is confidential. Provide a self-addressed, stamped envelope as an incentive. If needed, make reminder phone calls after a few days if the surveys have not been returned.

ANALYZING THE RESULTS

Determining the average for each question will provide you with an easy way to identify club strengths and weaknesses. The average will also help reveal the relationship between the club's performance and member satisfaction by comparing the average scores for each question. Doing the assessment once will identify how the club attributes differ at one particular point in time. Conducting it annually will highlight how the same attributes have changed over time and allow you a way to track improvements.

The annual club assessment addresses key elements that impact the club's overall quality. Based on the five-point scale, any item ranking greater than three is a club strength. An item averaging three is an area that could potentially influence membership if it is not addressed. Any ranking less than three seriously lessens the appeal of the club to prospective members and causes current members to question the value of their membership.

REPORTING THE FINDINGS

Present all the assessment findings to the board of directors and the membership committee. Review the club's strengths and weaknesses as well as suggestions the members provided. These should help you discuss possible strategies for enhancing the club's quality.

Keep club members informed by giving them a summary of any relevant results, as well as updates on the improvements to show that their input made a difference. Highlight in detail the positives that resulted from the assessment. This will reinforce that their decision to be a Kiwanian is a good one. Touch on areas you will be making improvements, and ask for further suggestions from the members.

Club Improvement Plan

Use the Club Improvement Plan (Membership Development Manual) to prioritize strategies and create a timeline for implementation.

- Who will be responsible for addressing the concerns?
- What actions will be taken?
- When is the deadline for completion?

Keep in mind that harm can be done if member input is solicited and nothing is done with the information. Act swiftly and keep members informed of the progress.

Informal Interviews

Throughout the administrative year, take the time to do informal individual interviews with members to continually check and see if the club is meeting their needs and expectations or to simply ask if they have any suggestions for new programs or projects.

Exit Interviews

If a member leaves, conduct an exit interview. As a result, issues may be identified to prevent further losses. The exit interview could be a printed questionnaire or a one-on-one scripted interview.

Things to do in June

In June, prior to your term of office

Review:

- Review contents of this Leadership Guide and note material for incoming club secretary, committee chairmen, and special appointees.
- Place the Leadership Guide in a binder. Tabbed sections might include club roster, club goals, budget data, club bylaws, board minutes, club newsletters, committees, monthly reports, division information, and district information.

Meetings:

- Schedule a summer planning meeting with Kiwanis club leadership, Kiwanis club advisor(s) to Circle K, Key Clubs, Builders Club, Kiwanis Kids and Aktion Clubs, and sponsored club officers.
- Seek advice from current officers for next year and assist them in making the current year highly successful.
- Select committee chairmen and special appointees (p. 16).
- Announce date, time, and location of lieutenant governor's Club Leadership Education , and be certain club secretary plans to attend.

Attend:

- Attend the International Convention and make plans to attend the district convention to help prepare you for effective club leadership. As president-designate, you should be one of your club's delegates at both conventions.
- Club Leadership Education with other incoming officers from your club when conducted by the lieutenant governor. Note division council dates for the year and mark calendar.

President

Things to do in July

In July, prior to your term of office

Review:

- *Select committee chairmen and special appointees* (p. 16). Each should understand the job expectations and the resources/support available from you and the club.
- *Review the Membership Development Manual.* Work with club membership chairman to develop solid growth plan.

Due dates:

- *Determine club member interests and complete committee assignments by August 1.* Every member should serve on at least one committee.

Meetings:

- *Arrange a meeting with the current president.* Seek advice on areas of improvement in the club. Ask about conducting club and community analyses in August to help you develop goals for the upcoming year.
- *Arrange meeting with current and incoming secretaries.* At that meeting, review the Club Leadership Education, Leadership Guide, and report forms.
- *Complete committee assignments.*
- *The Installation ceremony is the responsibility of the current president and secretary.* (They should order pins, awards, etc., and invite the incoming lieutenant governor to install incoming officers. See Installation of Club Officers, pp. 32-35).
- Report back to your club about your attendance at the International convention.

Attend:

- *Accompany Builders Club, Key Club, Circle K, and Kiwanis Kids committee chairmen to visit the school principal* to reinforce the sponsored club support for the coming year.
- *Finalize plans to attend the district convention as one of your club's three delegates.*

Things to do in August

In August, prior to your term of office

Review:

- *Club President's Education of Incoming Officers and Appointees.* Determine date, time, and location. Conduct by September 30. Develop agenda (sample p. 24) and seek assistance from club members in carrying out this conference.
- *Kiwanis Family Store Catalogs with club secretary* and place orders for the start of the coming year.
- *Following summer planning meeting, incorporate calendar of sponsored club events into Kiwanis club calendar.*
- *Determine need for Director's and Officer's liability insurance with club board.*

Due dates:

- *Board must approve final budget by October 1.*
- *Club Assessment and Community Analyses completed by October 1.* Based on results, implement a Club Improvement Plan (Membership Development Manual).

Meetings:

- *Ask incoming committee chairmen to arrange initial meetings during August with their committees to formulate goals, action plans, and a budget for the upcoming year.* Project committees (community services, youth services, etc.) may want to undertake a community analysis. Ask for reports by September 1.
- *Make certain the incoming club meetings chairman is planning outstanding October programs, including one on Young Children: Priority One. Reserve one or two meetings in October for the Club President's Conference (p. 25).*
- *Work with the incoming secretary and newsletter editor to establish a newsletter format* (p. 96) and details of distribution.
- *See that the treasurer receives copies of pertinent information*(pp. 53-57) from the incoming secretary.
- *Arrange a meeting with the current and incoming treasurers.* Review responsibilities (p. 53), and current procedures at that meeting.
- *Schedule budget-planning session with board and committee chairmen for late September.* Determine sponsored clubs' financial support needs and include in Kiwanis club budgetary planning.
- *Include Annual Club Gift Campaign* in club budget. Monies can come from Administrative or Service Account.
- *Finalize growth plan with membership committee.* Plan membership campaigns. Target groups not represented in club.

Attend:

- Announce date, time, and location of Club President's Education of Incoming Officers and Appointees, and be certain they plan to attend.

President

Things to do in September

In September, prior to your term of office

Review:

- *Develop agenda for Club President's Education of Incoming Officers and Appointees* (Sample agenda p. 24) that includes discussion of responsibilities, goals, events, and deadlines for the coming year; the Young Children: Priority One program, and Kiwanis policies and procedures. Sources for education information are this Guide.
- *Kiwanis International Awards programs* (p. 87).
- *Plans for any joint service, social, and/or fund-raising activities for the year* with your club's sponsored Circle K, Key Club, Builders Clubs, Kiwanis Kids or Aktion Clubs.
- *Plans for Kiwanis Family Month* (November).

Due dates:

- *Pay Circle K and Key Club dues, Builder Club and Aktion Club member fees and Kiwanis Kids registration fees by October 1* (where applicable).
- *Adopt club budget by October 1.*
- *Complete Club and Community Analyses by October 1.*
- *Annual Club Report due October 31.* This is a summation of the previous year's activities and is the responsibility of the outgoing president and secretary, but assisting them will show you the type of information to be filed during your year.
- *Ask the club chairman to send a report on the Young Children: Priority One projects* planned and any materials needed to the Marketing Department at Kiwanis International, service@kiwanis.org
- *Make certain every officer, board member, committee chairman, and special appointment is prepared to hit the ground running on October 1.*
- *Conduct Education of Incoming Officers and Appointees by September 30.*
- *Conduct Club President's Conference at first or second regular weekly club meeting in October* (p. 25).
- Relax and enjoy your year.

Meetings:

- *Conduct meeting of incoming board prior to October 1* (p. 26). Finalize proposed budget for incoming board approval in October (pp. 56-57); incoming board must adopt by October 1.
- *Ask incoming secretary to prepare updated club roster for distribution to members in October.*
- *Conduct Club President's Conference at the first or second club meeting in October* (p. 25).
- *Report back to your club about your attendance at the district convention.*

Attend:

- *Extend invitation(s) to sponsored Circle K, Key Club, Builder Club, Kiwanis Kids and Aktion Club president(s) and faculty advisor(s) to attend club officer installation event.*
- *Ensure representatives from your Key Club and Circle K club attend Key Club and Circle K Key Leader Weekends.*

Item of Note in September

- *Kiwanis Kids' Day*

Things to do in October

In October , during your term of office

Review:

- *Develop goals and the resources needed to accomplish each, based on Club Assessment (p. 37) ; recommendations of committees; advice of current and incoming officers, board members, and other club leaders; and on goals established by the division, district, and International. Submit club goals to your lieutenant governor.*
- *Announce and make preparations for lieutenant governor’s visit.*
- *Review Kiwanis International Foundation activities and contribution programs for clubs and individuals (p. 94). Inform the membership about the club’s opportunity for participation in the Annual Club Gift Campaign.*

Due Dates:

- *Pay Circle K and Key Club dues, Builders Club and Aktion Club member fees, and Kiwanis Kids registration fees by October 1 (where applicable).*

Meetings:

- *Review for each club board meeting – Review sample agenda (p. 26) and minutes format (p. 3).*
- *Review minutes of past month’s board meeting prepared for board approval.*
- *Prepare club board meeting agenda.*
- *Remind officers, board members, committee chairmen, and special appointees of date, time, and place.*
- *Evaluate past month’s club meetings and adjust as needed (p. 27).*
- *Review roster and determine non-attending members. Re-engage them in club meetings and activities now.*
- *Collect committee reports.*
- *Pay bills.*
- *Finalize this year’s goals and budget at this club board meeting. Reinforce officers’ education.*
- *Approve donation to Kiwanis International Foundation for Annual Club Gift Campaign.*
- *Determine with the secretary, the number of The Kiwanis Leader subscriptions needed (p. 97) and submit updated order to Kiwanis International. All officers should receive copies.*
- *Check with each committee chairman and club officer. Set meetings for October and November. Review progress on each goal and project. Encourage active involvement of all members.*
- *Ask Public Relations chairman to submit news release about installation of club officers to local newspaper. Encourage chairman to publicize club news throughout the year.*
- *Inform club about the opportunities to sponsor a Key Club, Circle K, Kiwanis Kids, Aktion Club, or Builders Club and generate club interest to do so as soon as possible.*

Be the first to induct a new member. Challenge others to follow your example.

President

Things to do in November

In November , during your term of office

Review:

- *Make certain all club, division, district, and International news, projects, and events are communicated through newsletters and announcements. Members should learn something about Kiwanis each week.*
- *Review achievement award progress (p. 87).*

Due Dates:

- *Ensure that committee chairmen submit reports to the club secretary.*
- *Verify that Key Club, Circle K, Builders Club, Aktion Club and Kiwanis Kids club dues and fees payments have been made.*
- *Observe Kiwanis Family Month. Designate weeks to recognize the Circle K, Key Club, Builders Club, Aktion Club, and Kiwanis Kids clubs that you sponsor.*
- *Mail club donation for Annual Club Gift Campaign to Kiwanis International Foundation.*
- *Pay dues to Kiwanis International by December 31 if club's anniversary date is September, October, November or December.*

Meetings:

- *Ask public relations committee to work on a public awareness event or a service project with high visibility for January.*
- *Plan a special program to celebrate Kiwanis International Foundation Week.*

Items of Note in November

- *November is Kiwanis Family Month*
- *Key Club International Week*
- *Circle K International Community Service and Awareness Week*

Things to do in December

In December, during your term of office

Review:

- *Membership development plan of action with committee chairmen.* Analyze results to date. With the first quarter ending, determine if you are on target toward attaining your New Member Add Goal. As outlined in the Membership Development Manual, work on member retention efforts.
- *Order the Six Pak and Growth Revolution programs from Kiwanis International or download them from the Web site to assist you.*
- *Plans for sponsored club interaction for January through May.* Initiate plans to host a parent appreciation event for Key Club, Builders Club, or Kiwanis Kids parents.

Due Dates:

- *Pay dues to Kiwanis International by December 31* if club's anniversary date is September, October, November or December.

Things to do in January

In January, during your term of office

Review:

- *With the club secretary, review first quarter club and board meetings*; committee programs/projects; membership growth; member involvement; involvement in division, district, and International events and programs.
- *Review club budget and goals.* Look for areas of success and areas needing improvement.
- *If desired, consider any proposed resolutions or amendments to the International Bylaws your club would like to see presented at the International convention.* Submit to the International Office by April 1.
- *Consider what financial assistance will be given to delegates and alternates attending the International convention.*
- *Consider what financial assistance will be given to delegates attending the district convention.*

Due Dates:

- *Ensure the Federal Income Tax Report form 990/990EZ will be filed to the IRS by February 15* (p. 85, US clubs only).
- *The club may send two primary delegates and two alternate delegates to represent it at the International convention for voting purposes.* They should be elected at least 60 days prior to the convention. Next year's club president should be a delegate.
- *The club may send three delegates to the district convention. The three should be elected at least 30 days prior to the convention. Next year's club president should be a delegate to the district convention.*

Item of Note in January

- *Kiwanis Anniversary* (January 21)

President

Things to do in February

In February, during your term of office

Review:

- *Ensure the Federal Income Tax Report form 990/990EZ was filed to the IRS by February 15* (p. 85, US clubs only).
- *Make certain your Circle K and Key Clubs elect and report new officers to district and International.*
- *Consider any proposed resolutions or amendments to the International Bylaws your club would like to see presented at the International convention.*

Due Dates:

- *Conduct the Annual Club Meeting between April 1 and second week in May* (p. 30).
- *Elect two primary delegates and two alternate delegates to represent the club at the International convention, at least 60 days prior to the convention. Next year's club president should be a delegate.*
- *Pay dues to Kiwanis International by March 31* if club's anniversary date is January, February, March or April.

Meetings:

- *You must appoint a nominating committee at least five weeks prior to the Annual Club Meeting. Review Articles XI and XII of club bylaws.*
- *Continue to encourage club members to register for and attend the International convention. Consider what financial assistance will be given to those attending, especially delegates.*

Attend:

- *Ensure your Key Clubs and Circle K clubs are represented at district conventions.*
- *Remind Key Clubs and Circle K clubs to attend their district's education session.*
- *Participate in Read Around the World activities.*

Things to do in March

In March, during your term of office

Review:

- *Club roster at board meeting.* Attempt to call or personally visit non-attending, nonparticipating members. Re-involve them in the club. Order the Six Pak and Growth Revolution programs from Kiwanis International or download them from the Web site to assist you.
- *Review Kiwanis International award programs (p. 87), district, division, and club award programs* Determine if your club is on target. Look for additional opportunities.
- *If desired, consider items of business to be proposed at the district convention.*

Due Dates:

- *Appoint a nominating committee.* (See Standard Form for Club Bylaws, Articles XI and XII.)
- *Encourage club members wishing to attend the International convention to submit their registration form.*
- *If desired, submit to the International Office by April 1 any proposed resolutions or amendments to the International Bylaws* your club would like to see presented at the International convention.
- *Pay dues to Kiwanis International by March 31* if club's anniversary date is January, February, March or April.

Meetings:

- *Prepare for Annual Club Meeting/Election of Officers* (p. 30).
- *Ask membership committee to plan a Special Guest Day.* Continually encourage members to bring guests.
- *Elect two primary delegates and two alternate delegates to represent the club at the International convention*, at least 60 days prior to the convention. Next year's club president should be a delegate.
- *If not already completed, elect three delegates to represent your club at the district convention.*

Attend:

- *Ensure Circle K and Key Clubs attend their district conventions.*

President

Things to do in April

In April , during your term of office

Review:

—Finalize plans for delegates, alternates, and other club members to attend the International convention.

Due Dates:

- Conduct Annual Club Meeting/Election of Officers between April 1 and second week in May. (See Standard Form for Club Bylaws, Articles XII and XIII, and Annual Club Meeting (p. 30).
- Membership committee should finalize plans for a Membership Drive. Continually encourage members to bring guests.
- If not already completed, elect two delegates and two alternates to represent your club at the International convention , and make sure they are reported to the International Office by April 30 on the delegate certification form.
- Pay dues to Kiwanis International by May 31 if club's anniversary date is May, June, July or August.

Meetings:

—Ask the Young Children: Priority One projects chairman to complete an award application for any worthy of recognition.

Attend:

—Assist your sponsored clubs with end-of-year recognition activities. Invite their parents and have Kiwanis membership materials available for them. Present mementos to outgoing officers and faculty advisors.

Items of Note in April

—Club Elections

Things to do in May

In May, during your term of office

Review:

- Finalize plans for delegates, alternates, and other club members to attend the International convention. Members may still register; see the registration form for instructions at this point.
- If desired, consider items of business to be proposed at the district convention.

Due Dates:

- Submit Club Election Report by June 1.
- Participate in Kiwanis International Foundation's Skip-a-Meal week.
- Pay dues to Kiwanis International by May 31 if club's anniversary date is May, June, July or August.

Meetings:

- Encourage all members to bring a prospective member to your club meetings.
- If not already completed, elect three delegates to represent your club at the district convention.
- Encourage members to attend.

Things to do in June

In June, during your term of office

Review:

- Kiwanis International award programs (p. 87), district, division, and club award programs. Determine if your club is on target. Look for additional opportunities.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

Due Dates:

- Submit the Club Election (p. 85) Report by June 1.

Meetings:

- Involve your successor in club operations and procedures and encourage early preparation for next year.

Attend:

- Ensure your Circle K and Key Clubs are represented at their International conventions.
- Finalize plans for delegates and other club members to attend the district convention.
- Remind incoming president to attend the Club Leadership Education session offered in your area. Contact district office for details.

President

Things to do in July

In July, during your term of office

Review:

- *Contact members who have missed two or more meetings to avoid future deletion problems.* Refer to the Membership Development Manual.
- *Review club and member accomplishments and recognize contributions.*
- *Finalize plans for delegates and other club members to attend the district convention.*

Due Dates:

- *Invite incoming lieutenant governor to install incoming officers.* Installation is usually conducted at the end of September or the beginning of October.
- *Conduct a club assessment in August to help develop goals for the next administrative year* , if incoming president requests.

Meetings:

- *The installation ceremony is your responsibility.* Work with your secretary to make certain the merchandise order is submitted for items traditionally used by your club to honor incoming and outgoing officers and other club leaders (officer pins, plaques, certificates, etc.), and allow three to six weeks plus shipping time for items requiring personalization.
- *Meet with incoming president.* Offer advice on areas of potential improvement in the club.
- *Ask club members who attended the International convention to report to your club about the business that was conducted and their experiences.*

Attend:

- *The president-elect should accompany Builders Club, Key Club, Circle K, and Kiwanis Kids committee chairmen to visit the school principal* to ensure the sponsored programs plans are made for the coming year.

Things to do in August

In August, during your term of office

Review:

- Implement a Six Pak or Growth Revolution program.
- Assist incoming president with planning for upcoming year.
- Plan Kiwanis Kids' Day event for fourth Saturday in September.

Due Dates:

- Incoming board must approve final budget by October 1.
- Club Assessment and Community Analyses completed by October 1. Based on results, implement a Club Improvement Plan (Membership Development Manual).

Meetings:

- Meet with sponsored club leaders and advisors to begin preparations for upcoming academic year.
- At the board meeting, review the club roster to identify nonattending, nonparticipating members. Contact them to determine what their expectations from the club are. Make sure they are satisfied. If they show a desire to become involved, help them find an activity.

Things to do in September

In September, during your term of office

Review:

- Order any awards earned by club members (p. 87).
- Ensure your sponsored clubs have received and are processing forms for dues and membership fee payment.

Due Dates:

- Kiwanis Kids' Day event —fourth Saturday in September.
- Club and Community Analyses to be completed by October 1.
- Prepare Annual Club Report, due October 31.

Meeting:

- Ask club members who attended the district convention to report to your club about the business that was conducted and their experiences.
- Conduct Installation Ceremony. (pp. 32-35).

Attend:

- Ensure representatives from your Key Club and Circle K club attend Key Leader Weekends.

P r e s i d e n t

Things to do in October

In October , after your term of office

Due Dates:

- Submit Annual Club Report by October 31.* As outgoing president, you are responsible for this report.
- Work with new president to complete Annual Audit* (see Article XIX of club bylaws).

Meetings:

- Pass president's materials to incoming club president.

Your district needs strong leaders. Consider becoming a lieutenant governor.

Congratulations on your year of excellence!