

# CLUB OPENER POSITION DESCRIPTION

*Helping to spread Kiwanis to new communities*

## PREFERRED EXPERIENCE

- Starting successful club-level membership campaigns
- Opening enduring new clubs
- Comfortable using email, as well as calendar, spreadsheet, word-processing, presentation and project-management software
- Maintaining positive working relationships
- Enhancing others' skills and productivity
- Managing conflict

## PREFERRED ATTRIBUTES & SKILLS

- Positive and dedicated
- Committed to opening new Kiwanis clubs as a certified club opener
- Member of a club that has maintained or increased its membership
- Effective team-builder, recruiter and motivator
- Supportive and encouraging of other team members
- Diplomatic
- Firm, decisive and practical
- Organized
- Communicates effectively
- Educates others about Kiwanis
- Innovative problem-solver
- Exhibits sound judgment

## RESPONSIBILITIES

- Work closely with the lieutenant governor and certified club counselor to identify sites, develop strategies and create a timetable for opening new clubs
- Provide regular reports to the district chair and the lieutenant governor
- Participate in membership planning meetings with lieutenant governors at trainings and conventions
- Lead the club-opening process, in collaboration with the club counselor and lieutenant governor
- Act as the ambassador for club organization
- Identify at least one new-club site in your division per year
- Mentor additional club openers

## COMMITMENTS:

- Serve as a club opener for a minimum of two years
- Travel to new club sites within your division
- Attend district or division events

**This is a voluntary position. We appreciate your dedication to Kiwanis and your community. Thank you.**



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