

CLUB COACH

The club coach works in conjunction with the district membership coordinator and division lieutenant governor to provide training, mentoring and membership growth guidance. This position will work with the new club opener for new clubs as well as existing clubs in need of assistance referred by the lieutenant governor. The club coach ensures that proper guidance is given to a Kiwanis club and serves as the primary mentor assigned to the club.

POSITION RESPONSIBILITIES

- Works closely with the division lieutenant governor to assist the existing clubs and the new club opener to support these clubs.
- Ensures that clubs under charter strength become independent and strong with new member growth.
- Ensures that new clubs become independent and strong, with a preferred minimum of 25 members by the date of the club charter ceremony.
- Mentors the leaders of a Kiwanis club on an ongoing basis.
- Provides unfiltered and objective advice, ensuring the club implements a plan to increase membership and develop a signature club project.
- Educates the club on attending division, regional, district and Kiwanis International events, if they are not currently participating.
- Encourages other clubs in the division to be active in all aspects of the Kiwanis club's progress.
- Has a line of communication with the regional or district membership coordinator and checks in periodically, including lieutenant governor in communications.
- Participates in membership training meetings at the district or Kiwanis International conventions.
- Uses the Achieving Club Excellence (ACE) supporting tools to guide the clubs.

EXPERIENCE REQUIREMENTS

- Preferably belongs to a growing club.
- An experienced Kiwanian.
- Implementation of club membership drives.
- Team-building.
- Innovation.
- Positive working relationships.
- Development of others' productivity and skills.
- Conflict management.

SKILLS AND STRENGTHS

- Committed to helping the club strengthen its membership numbers.
- Strong communication and support abilities.
- Accomplished recruiter and motivator.
- Passionate about Kiwanis.
- Dedicated to the position of club coach.
- Free of a political agenda.
- Openness to different approaches.
- Visionary.
- Able to detect the needs of the new club.
- Ability to recognize talent in the new club.
- Communication skills.
- Ability to encourage and educate others.
- Problem-solving.
- Sound judgment.
- Positive and enthusiastic attitude.
- Able to deal with leaders and members in a sensitive and effective way from one volunteer to another.
- Decisiveness and pragmatism.
- Proficiency with spreadsheets, word processing software and presentation software as well as email, calendar, and management tools.
- Understanding of legal issues for a Kiwanis club.

TIME REQUIREMENTS

- Commitment to serve as club coach for minimum of two years.
- Attendance at district or division events.
- Travel.
- Understands that position is voluntary.



THE MEASURE OF SUCCESS

The goal for the club coach is to assist a Kiwanis club in becoming independent and self-reliant and an asset to their local community.

The success can be measured by:

- **Membership:** Increase and sustain an active membership base.
- **Service:** Implement successful and meaningful service projects.
- **Public relations:** Build awareness of Kiwanis and the club in the community.
- **Member experience:** Provide a mix of the practical knowledge and inspirational advice that helps club members and leaders have rewarding involvement in the club.



NEW CLUB COACH CHECKLIST

First year

ORGANIZING THE NEW CLUB

- Conduct member orientation.
- Provide officer training.
- Assist organization of the new club.
- Assist with bank accounts, club incorporation.
- Assist club president and secretary.
- Attend meetings and coach when needed.

HAVING AN IMPACT: THE FIRST SIX MONTHS

- Help plan charter night with sponsoring club.
- Assist planning of first fundraising.
- Help coordinate first service project.
- Plan a membership campaign.

ACHIEVING CLUB EXCELLENCE PROCESS

- Assess your club's status.
- Dream your future.
- Analyze the gap.
- Plan your course.
- Actions, not words.

Second year

ONGOING SUPPORT

- Assist club to develop long-term goals for service and membership (three to five years).
- Conduct club evaluation of member satisfaction and involvement.
- Assist with annual community analysis to evaluate needs and determine club projects.
- Assist club officers and board in developing an annual plan.
- Schedule and conduct membership campaigns.
- Provide ongoing support and coaching.
- Encourage participation in division, district and international activities.
- Monitor progress, track goals, assist with club improvements.
- Monitor succession plan for selection and transition of new officers and directors.
- Celebrate club successes and recognize member achievement.

NOTES
