STEP 1  Organize for success

Start off right. Involving members in the club-opening process will help you and the members get to know each other.

• Conduct member orientation.
  o New member check list
  o New member orientation PowerPoint
• Plan officer training.
• Assist in organizing a committee structure (page 46 of the Leadership guide).
• Help with incorporation, tax information and bank accounts.
• Mentor club president and secretary and help them understand their responsibilities. The secretary guide starts on page 3. The president’s section begins on page 43.
• Attend meetings and coach as needed.

STEP 2  Get involved in the community

Let’s get this party started! This is their community, so jump in and discover where their passions lie, and how they can best support it.

• Support coordination of the club’s first service project.
• Plan the club’s charter night with its sponsoring club.
• Help plan the club’s first fundraiser.
  o Silent auction fundraiser/charter night
  o Fundraiser ideas
• Encourage members to continually invite others.
• Explore possibilities for chartering a Service Leadership Program.
### STEP 3  Provide support and coaching

*You help make it happen.*

- Help the club develop long-term goals for service and membership.
- **Evaluate member satisfaction** and member involvement.
- Assist the club in conducting a survey to **evaluate community needs**.
- Help the club’s officers and board develop an annual plan and budget.
- **Promote continual sharing and inviting.**
- Provide ongoing support and coaching.
- Encourage participation in division, district and Kiwanis International activities.
- Monitor progress and assist with improvements.
- Support selection and transition of new officers and directors.
- **Celebrate successes** and recognize member achievement.

### How to measure club success

#### Stronger or sustained active membership
- A club under charter reaches charter strength or surpasses it.
- A club at or over charter strength is stronger by 1, 5, 10 or more members.
- New leaders ready to take on responsibilities.

#### Relevant impact in the community
- More hands-on projects.
- Partnerships.
- Requests for support from others.
- Appreciation or recognition for club efforts from others in the community.

#### More visibility in the community
- Greater familiarity with Kiwanis.
- Increase in inquiries to the club about membership.

#### Satisfied members
- More members involved.
- Higher attendance at activities.