



**PRESIDENT**

# PRESIDENT

Your Kiwanis club elected you president because you have the quality of character to lead. As president, you'll ensure your club functions effectively. You'll lead your club in projects that benefit your community. You'll develop initiatives to increase club membership. Above all, you'll develop servant leaders who will fulfill the Kiwanis mission at the club level and beyond. Prepare well. Be a leader who inspires, counsels and steers your club in the direction of membership and service.

## RESPONSIBILITIES

As presiding officer of the club and the board, the president works closely with the board of directors and committee chairs to establish and follow a strategic plan, set goals for improving the members' club experience and increase the club's impact in the community by adding new members. Club presidents will find a list of resources online at [kiwanis.org/leadershipguide](http://kiwanis.org/leadershipguide).

## QUALIFICATIONS

- Empowers and inspires members.
- Manages time well.
- Builds relationships with community leaders.
- Facilitates club meetings.
- Leads by example.

## DUTIES

- Establishes a strategic plan for the club, including goals for membership and community service.
- Leads the club's goal-setting process. One person should not be in charge of setting goals for the entire club, but the president should facilitate the discussions.
- Motivates members and committees to achieve those goals.
- Organizes an effective leadership team by appointing and training effective committee chairs. Encourages club leaders to participate in the education course provided for their roles.
- Supports committee activity to ensure a successful club experience.
- Ensures that the club continues to be relevant to the community and to the members through periodic assessments.
- Gains an understanding of sponsorship responsibilities to Service Leadership Programs.
- Provides club members with Kiwanis' Youth Protection Guidelines.
- Facilitates fun, educational and efficient club meetings.
- Leads effective and efficient board meetings.
- Implements a succession plan for future leaders, ensuring a seamless transition.
- Communicates regularly with club members to keep them informed about the clubs' business and activities.
- Rewards and recognizes member and committee achievements.
- Leads by example.
- Brings in a new member in the first quarter of their term as president.
- Contributes to club foundation, district foundation and/or the Kiwanis Children's Fund in the first quarter of their term as president.
- Delegates tasks in an intentional manner.
- Promotes interclub and division council meeting participation.
- Encourages district midyear, district convention, and Kiwanis International convention attendance.
- Publicizes goals that a club or member must meet in order to be deemed distinguished.
- Fulfills all other duties documented in the Standard Form for Club Bylaws.

## REVIEW

1. Put a star next to the responsibilities and duties your club is doing well.
2. Circle the responsibilities and duties your club is not currently doing.

*If you are struggling with any of the outlined duties, please reference [kiwanis.org/leadershipguide](http://kiwanis.org/leadershipguide).*

## What do I do as Kiwanis club president?

Your main purpose is to help create the best possible Kiwanis club experience for your fellow members. Everything in this workbook suggests ways to lead the best possible Kiwanis club experience in the following areas:

### SERVICE

- Assess your club's current projects and determine whether they still meet your community's needs.
- Conduct a community survey to see what new needs exist in your community. Then get your club involved in meeting those needs. A community analysis is best conducted in mid- to late summer.

### FUN

- Plan special events at least four times a year exclusively for club members and their families. Invite a fellow member to coordinate. Ideas include: Local sports team games, dinner theatre, bus trips to nearby attractions, family picnics, holiday party at a member's home, bowling day, miniature golf day.
- Foster fellowship at meetings. Ideas include: Happy Dollars, Kiwanis Kwiz trivia question, Guess the Greeter, Two Truths & One Lie.

### STRENGTH

- Conduct a member satisfaction survey to find out what matters to your club. This is best conducted mid- to late summer.
- Plan a Saturday-morning retreat with club leadership to review results of the member satisfaction survey and the community survey in order to set three club improvement goals for the new fiscal year. A retreat is best conducted in late August/early September.
- Contact your Kiwanis district office for help from the district membership team.
- Ensure your club has members in attendance at the Kiwanis International convention and your district convention. Discuss what was learned at each during a club program.
- Make sure that the club board meets once a month to evaluate progress toward the goals.
- Have meaningful club meetings with an agenda.
- Conduct at least one concentrated membership drive campaign during the year.
- Establish a new member orientation. If your club already does this, seek members' input on possible improvements.
- Make sure that new members receive a meaningful induction.
- Use every possible opportunity to recognize club members and honor their efforts.

## COMMUNITY AWARENESS

- Invite a member to maintain and consistently update your club's website and Facebook page. (Or invite two members to split those duties.)
- Invite a member to produce and email a club newsletter on a consistent basis.
- Encourage members to deliver Kiwanis magazines to their doctors' or dentists' waiting rooms.
- Display Kiwanis road signs at all community entrances (with permission).
- Display a "Kiwanis Meets Here" sign in your club's meeting location (with permission).
- Coordinate a press release to all local media for club service projects and fundraisers.
- Hold an annual "Media Appreciation Day."
- Order your free custom club logo at [kiwanis.org/customlogo](http://kiwanis.org/customlogo).

## KIWANIS FAMILY SPONSORSHIP

(Circle K, Key Club, Builders Club, Kiwanis Kids, Aktion Club)

- Make sure that a member of your club is actively working with each of your sponsored clubs.
- Volunteer your Kiwanis club to help the sponsored clubs on their service projects.
- Plan fun events with sponsored clubs.

### THINK ABOUT IT

What qualities do you think make a great leader?



# Club committees and their leadership

Start building your leadership team by choosing reliable and collaborative committee chairs. Your club committees plan fundraising events, invite and educate new members, and develop service projects — for the most part, this is where the actual work takes place. Your club’s committee chairs play a key role in connecting new and seasoned members to the work your club does in your community and beyond. That’s why you’ll want to be thoughtful about who you choose to put in committee leadership roles. Together you and your committee chairs will establish goals for the year. You’ll give them guidance, share general expectations and schedule regular checkpoints.

## YOUR CLUB’S COMMITTEES

Each club has a list of standing committees within its bylaws, and many clubs have continued to add committees for different functions, such as support for specific fundraisers and service activities.

Your standing committees likely include:

- |                   |                  |                             |
|-------------------|------------------|-----------------------------|
| Financial review* | Education        | Special events              |
| Membership        | Public relations | Service and fundraising     |
| Growth            | Programs         | Community services          |
| Retention         | Club meetings    | Service Leadership Programs |

These topics can be divided into separate committees or even subcommittees, depending on your club preference.

*\*The only committee required by the Kiwanis International Standard Form for Club Bylaws is an annual financial review committee, unless the club hires a qualified accounting firm to conduct its annual financial examination.*

### THINK ABOUT IT

What other special committees does your club have?

Will any of these special committees have completed their task by the end of the current year?

Will there be any additional committees added during your year as president?

Can any of your committees be broken down into subcommittees?

## TIMELINE

By July 15, appoint all committee chairs. Report your public relations and membership committee chairs to Kiwanis International via the secretary dashboard. By August 1, chairs need to select members for each committee.

During August, committees will meet to review materials, goals and timelines. They'll form project schedules and submit a budget proposal for board consideration before the end of September.

If a community analysis is part of your plan, schedule the service and fundraising committee to conduct and complete it by October 1. Consider using the **Rediscovering your community** tool at [kiwanis.org/ACEtools](http://kiwanis.org/ACEtools).

### COMMITTEES IN YOUR CLUB

Current leader	Term end date	Possible successor

# Club president's planning conference

To help ensure an efficient and effective year as club president, you want to hit the ground running. That's why many incoming presidents conduct a planning conference with other club leaders. The following information will help you create a conference that gets you and your club ready for the coming year.

Most of all, remember: Complete your club president planning conference no later than September 30.

## PURPOSE OF THE CONFERENCE

- 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 approves final budget by October 1, or no later than October 15.)
- To present a calendar of upcoming club, division, district and Kiwanis International events.

### THINK ABOUT IT

What are your goals for your club during your year as president? (It is important to limit the number of goals you set for your presidency.)

Who should you invite to participate in your planning conference?

Are there any meetings you need to have ahead of your official conference?

*For information on goal setting, visit [kiwanis.org/leadershipguide](http://kiwanis.org/leadershipguide).*

# Club president-elect/vice president

The roles of president-elect and vice president are already defined in your club bylaws and policies.

## DUTIES AND RESPONSIBILITIES

- Serves as an officer on the board of directors.
- Serves a one-year or two-year term, as provided in club policy.
- Attends meetings of the board of directors.
- In the absence of the president, presides at club meetings and meetings of the board of directors, in accordance with club policy.
- Performs other duties as assigned by the president or the board of directors.

Throughout the year, the president-elect or vice president prepares to assume the leadership role of president by working closely with the club president and attending division council meetings, district conventions and possibly the Kiwanis International convention. It's the club president's job to include these leaders in discussions and meetings, delegate tasks to them and encourage their participation in Club Leadership Education.

## THINGS TO TELL YOUR SUCCESSOR

As club president, you are responsible for coaching your successor. Prepare the next president to fill your shoes and help your club continue to grow. Pass along what you've learned about some important facts:

**Leadership begins before you take office.** Your successor should have the club's confidence and demonstrate a willingness to take input from other members. As the next Kiwanis year approaches, encourage communication with other key members and their involvement in the transition process.

**Discuss the challenges you faced.** Be honest about anything that didn't work and the issues you confronted. Share advice on how to meet them.

**Focus on the future.** Leadership brings success by looking forward. Concentrating on what's already happened — both the good and the bad — will only leave everyone focused on the past.

**Behavior matters.** A club president is a role model for members and fellow officers — and the club's spokesperson in your community.





# Board of directors

## THE CLUB PRESIDENT’S ROLE

- Presides over board meetings.
- Sets the board meeting agenda.
- Calls special meetings of the board, if necessary.
- Establishes goals for the club, in consultation with the club board of directors, which align with the club’s strategic plan.
- Serves as *ex-officio* member of all standing and special committees.

**NOTE**

A board member may not also be part of the financial review committee.

There might also be other duties assigned to the board in your club bylaws and policies.

## PURPOSE OF THE CLUB BOARD

Every Kiwanis club has a board of directors to ensure smooth club operations, to lead club initiatives, and to create and uphold the club’s vision — all with the club’s best interests in mind. Most of the board’s tasks are related to these functions: administration, decision making and strategic planning. Some administrative tasks include:

- Determining the good-standing status of members in accordance with club policy.
- Setting an annual budget (before October 15 each year).
- Assuring the club complies with applicable governmental rules and regulations.
- Overseeing the implementation of club policy.
- Keeping club’s strategic plan current.
- Assuring the club is meeting its financial obligations, including the annual review of financial statements by either a standing financial review committee or a qualified accounting firm.
- Other duties as assigned to the board in your club bylaws and policies.

## NOTES

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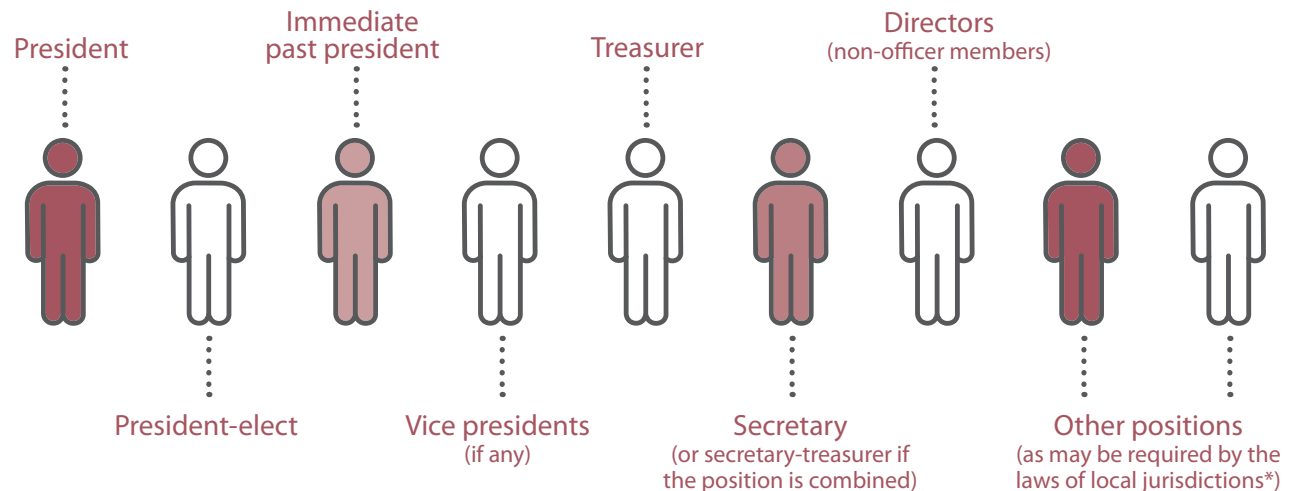
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## STRUCTURE OF THE CLUB BOARD

As stated in the Standard Form for Club Bylaws and Policies, the club board includes:



*\*Generally applies only to clubs in Europe and Asia-Pacific.*

Board officers' terms vary, but all begin on October 1. Club officers serve one- or two-year terms, and directors serve one-, two- or three-year terms. However, if your club chooses to elect directors for two- or three-year terms, stagger the terms so that only one-half or one-third of the directors are up for election each year.

## BOARD MEETINGS

The board meets regularly at a designated place and time. The board may also hold special meetings at the call of the president via a majority vote of the board, provided at least 48 hours' notice is given to all board members of the date, time, place and topic.

The board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other. This may include online technology such as GoToMeeting or Skype, conference calls or email. However the conversation takes place, participation constitutes attendance. Attendance is important to determine that a quorum was present if any action was taken. For a club board

meeting, a quorum is defined as more than half of the board members. Without a quorum present, the board should not take any formal action.

When in doubt, Kiwanis will refer to "Robert's Rules of Order" as the guidelines for conducting a board meeting. If any verbal votes are unclear, hold a roll call to capture each vote.

The board may take no action that conflicts with the best interests of the club and its members. Other than disciplinary measures, an action of the board may be rescinded or amended by two-thirds vote of the club members present and voting, provided at least 14 days' notice is given to all club members.

### NOTE

Club members can voluntarily attend board meetings.

**THINK ABOUT IT**

Draft an agenda for your ideal board meeting.

Did you check if a quorum was present?

Did the secretary give a report?  
The treasurer?

How formal is your agenda?

*For details on the board of directors meeting agenda and to see samples, visit [kiwanis.org/leadershipguide](http://kiwanis.org/leadershipguide).*

# Installations and inductions

As club president, you are responsible for the installation of club board members and officers as well as inducting new club members.

## INSTALLATION OF CLUB BOARD MEMBERS AND OFFICERS

There are a lot of moving pieces and parts required for a successful installation ceremony. It's a time to showcase the talents of your members and the impact they have on their community. While the club president is responsible for the installation of club board members and officers, it's common for a guest of honor — such as the lieutenant governor — to preside.

This worksheet is designed to help you assign tasks for this ceremony, which should be conducted at the end of September or the beginning of October.

OFFICER INSTALLATION CEREMONY TASKS	PERSON RESPONSIBLE
<b>PRELIMINARY ORGANIZATION</b>	
Plan the budget.	
Arrange the date with your lieutenant governor.	
Select and contract the site.	
Arrange the meal and the entertainment.	
Order the pins and awards.	
<b>PARTICIPANTS</b>	
Prepare the list of honored guests.	
Prepare the list of outgoing and incoming officers and directors with a pronunciation guide for the installing officer.	
Invite spouses and other special guests, including presidents and faculty advisor(s) of CKI, Key Club, Builders Club, Kiwanis Kids or Aktion Club.	
Confirm attendance and make reservations for expected attendees.	
<b>PROGRAMS</b>	
Design the program.	
Determine the quantity and place your order.	
Take the programs to your event site.	
Distribute the programs.	

*For additional resources on installation ceremonies, please visit [kiwanis.org/leadershipguide](http://kiwanis.org/leadershipguide).*

## INDUCTION OF NEW MEMBERS

New members need to feel valued and appreciated from day one.

Within the first two weeks (if at all possible), complete a new-member orientation. This is an opportunity to provide your new members with a better understanding of your Kiwanis club. And it's a way for your club to learn about their interests and skills.

A new member orientation PowerPoint is available as a downloadable resource that includes a suggested script and ways to personalize it to reflect your club information. It's best to begin new member orientation before a member joins so they understand the vision of the club and responsibilities of membership.

New-member orientation includes:

- An overview of the defining statement and the Six Objects of Kiwanis.
- Member expectations.
- Benefits of Kiwanis club membership.
- My Kiwanis club:
  - ◆ Service project and fundraising plans.
  - ◆ The club's role in the division and district.
  - ◆ Club committees and how to become involved.
- Kiwanis beyond your club:
  - ◆ The structure of Kiwanis at the club, division, district and international levels.
  - ◆ Service Leadership Programs.
  - ◆ Kiwanis-branded programs.
  - ◆ The Kiwanis Children's Fund.
  - ◆ District and Kiwanis International conventions.
- Standard club operations:
  - ◆ Club bylaws.
  - ◆ How club business is handled (e.g., what members vote on, how elections are handled).
  - ◆ The function of the club's board of directors.
  - ◆ Finance and budget (including what dues cover).



### Mentoring

By pairing new members with mentors, you give them a go-to person for any questions and a familiar face to sit with at meetings until they feel comfortable. Their mentors may be their sponsors or someone they just met. Mentors can help new members transition into the club by finding ways to connect their interests with club activities.

### Induction ceremony

The induction of new members is a memorable experience that helps them feel like they're a part of something important. When you invest in their induction, you let new members know they're valued and appreciated.

Some clubs have a formal — or maybe even unique — tradition for welcoming new members. However you do it, make sure it happens. And make sure that it's timely and reflects your club's style and spirit.

**THINK ABOUT IT**

Which members might be great mentors?

Which members might make amazing future presidents or other officers?

**THINK ABOUT IT**

Does your club have any traditions for their induction ceremonies?

How do you make your new members feel special?

# Club meetings

## THE BEST SHOW IN TOWN

As president, you set the tone for your club. These guidelines are here to help. Remember, you don't have to do every task yourself, but it's important to make sure everything's covered.

- Designate specific people to greet members as they arrive.
- Put out flags, banner, bell, gavel, name badges, lectern and guest badges.
- Check audiovisual aids before the meeting.
- Seat any visiting Kiwanis leaders (e.g., governor, lieutenant governor, etc.) in a prominent location and recognize them once during the meeting; they don't need to be recognized by each program participant. If your club has invited the governor or lieutenant governor, assume all expenses (with the exception of transportation).
- Make complementary meal arrangements for guests in advance, if applicable.
- Develop a standard time agenda, designate who will have the floor for each action, brief all participants on their roles and begin and end the meeting on time.
- Traditionally, members rise and applaud when their lieutenant governor or governor, a member of the Kiwanis International board, a past president of Kiwanis International or another distinguished Kiwanian is introduced. Let a few club members know this in advance so they can set the stage for the club.
- When both the district governor and the host lieutenant governor are at a club meeting, you'll introduce the lieutenant governor — who, in turn, introduces the governor.
- Introduce delegations from other clubs, visiting Kiwanians, potential members, representatives of Service Leadership Programs and other guests.
- At every meeting, recognize the achievements of members and committees — and express thanks on behalf of the club.

### THINK ABOUT IT

What makes your club unique?

## WORKING WITH SPEAKERS

This list will make it easy for you or a member who is in charge of speaker visits to welcome and introduce your guests.

- Inform a speaker of:
  - ♦ The date, time and place of the meeting.
  - ♦ Any requests for speech content in advance of or after the meeting.
  - ♦ The approximate size of the audience.
  - ♦ The meeting agenda, time allotted for the speech and adjournment time.
  - ♦ Equipment available to the speaker (projector and screen, lectern, etc.).
  - ♦ Appropriate attire.
- Request the spelling and pronunciation of the speaker's name and a resume for publicity and an introduction.
- Ask a member to greet the speaker and introduce him or her to you and other members.
- Ensure the speaker is given a guest or speaker's badge and seated at the head table. Have a cup or bottle of water at his or her place (or the podium).
- Add a properly branded Kiwanis logo to your podium or lectern for photo opportunities.
- Before the presentation, offer a brief, formal introduction of the speaker. Say thank you to a speaker with an inexpensive token of appreciation. Consider making a donation on his or her behalf to a cause that reflects the club's focus on service and community. A day or two after the speaker's visit, send a note of appreciation from the club.
- Many clubs make it a practice to rise and applaud when the speaker is introduced or at the conclusion of the presentation. If this isn't happening naturally and you'd like to introduce your club to the practice, present the idea to your club members at an appropriate time.
- Send a note of appreciation on behalf of the club.
- Lastly, don't forget to invite your speaker to join your club!

## NOTES

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