

DISTRICT APPOINTMENTS REQUIRED BY KIWANIS INTERNATIONAL

(Revised by the Kiwanis International Board October 2022)

220 - DISTRICT STANDING COMMITTEES, KEY POSITIONS, AND SLP ADMINISTRATORS

NOTE: Procedure 220 was revised June 2015, effective October 1, 2016.

220.1 – Standing Committees (6/15)

- A. Kiwanis International requires the following district standing committees, which shall be appointed by the district: (1/92) (10/22)
1. **Bylaws and Policies** shall examine the district's bylaws, policies, and procedures and shall submit any necessary or recommended revisions to the district board; shall cooperate with the board in drafting proposed amendments; and shall report on all properly proposed amendments to the district bylaws. The committee shall also cooperate with the board in interpreting the spirit of the district bylaws when necessary and in securing the proper observance of obligations, standards, and practices stated or implied. (1/92) (4/12)
 2. **District Convention** shall assist the district board in implementing the official program and order of business for the conventions of the district. (1/92) (6/15)
 3. **Finance** shall prepare a budget of estimated income and expenditures for submission to the district board; receive and review the annual audit; periodically review any financial reports prepared by the treasurer; and perform such other duties as may be requested by the district board. (1/92) (6/15)
 4. **Human and Spiritual Values** (in districts where appropriate) shall encourage the clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values. (1/92) (6/15)
 5. **Kiwanis International Convention** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. (4/12)
 6. **Key Leader** (in districts where appropriate) shall recruit and train a volunteer team to market the Key Leader program throughout the district; work with Kiwanis International Staff to recommend dates and locations for successful events within the district; and appoint and support the site coordinator for each district event. Note: The Key Leader chair should have experience working with teens, as well as good communication and technology skills, and must be able to attend the annual Key Leader regional training conference organized by Kiwanis International. Key Leader chairs are asked to serve a calendar year, since most events take place in October and November. (4/12)

7. **Leadership Development and Education** shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club. The committee chair shall be the Leadership Development Coordinator. (1/92) (6/15)
 8. **Service** shall assist clubs in the district in rendering effective service in their communities. (1/92) (4/12)
 9. **Resolutions** shall review all proposed resolutions for consideration and recommendation to the district board and shall draft any resolutions directed by the district board. The Resolutions Committee may modify, combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention. (6/15)
- B. Committee Composition:** A standing committee may be composed solely of a chairperson. (6/15)
- C. Terms:** Each standing committee shall serve for a term of one (1) year, but may serve multiple consecutive terms. Most committees, with the exception of the service leadership programs committees shall begin their terms of office on the first day of October and assume responsibilities on January 1. (1/92) (10/22)

220.2 – Service Leadership Programs Administrators

- A.** Districts whose clubs sponsor Service Leadership Programs (SLPs) may also have the relevant SLP Administrators with these duties. (10/22)
1. **Aktion Clubs** shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). (4/00) (1/01)
 2. **Builders Club** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. (1/92)
 3. **Circle K** shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)
 4. **Key Club** shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)
 5. **K-Kids** shall assist Kiwanis clubs in establishing K-Kids clubs in primary/elementary schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). The committee also shall promote the Bring Up Grades (BUG) and Terrific Kids programs to Kiwanis clubs in the district. (6/15)

- B. Appointment:** The district governor shall appoint each SLP district administrator, subject to approval by the district board. (10/22)
- C. Terms:** The SLP Administrators shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. However, the terms of Key Club and Circle K Administrators shall begin at the conclusion of their respective district conventions and continue to the conclusion of their succeeding convention or until their successors shall be approved. For greater continuity and efficiency, SLP Administrators are encouraged to serve consecutive terms, for such length of time as determined by the district. (1/92) (10/22)
- D. Committee Assistance:** An SLP administrator may have a committee to assist them with district operations. (10/22)
- E. Actions:** Any action taken by these committees shall be subject to review and the authority of the current Kiwanis district board of trustees under the bylaws and policies of the district. (1/92) (10/22)
- F. Removal:** An SLP administrator may be removed by either the district governor or by Kiwanis International at its sole discretion. If a district administrator believes they were improperly removed pursuant to a decision made by Kiwanis International, they may request an appeal with the Youth Protection Review Committee as set forth elsewhere in procedures. (10/22)
- G. Annual Meeting with Key Club and Circle K Administrators:** Each Key Club District Administrator and Circle K District Administrator shall hold an annual meeting, either in person or virtually, with Kiwanis International staff and the District Youth Protection Manager to discuss respective Key Club and Circle K district events and activities and the status of the respective district Key Club and Circle K programs. (10/22)

220.3 – District Key Positions (7/17)

Kiwanis International also requires and shall significantly support the following key positions in districts, which shall apply to all districts unless otherwise noted. Key positions shall be selected by the districts, upon approval by Kiwanis International. (6/15)

Appointees should have previous experience in their subject area; are requested and strongly encouraged not to simultaneously hold other Kiwanis leadership positions above the club level; and are encouraged to serve multi-year commitments of three years unless otherwise noted. (6/15)

Key positions may have a committee to assist them, if the district deems appropriate, appointed at the discretion of the district board. (6/15)

Other details regarding key positions shall be determined by Kiwanis International and stated in the respective position descriptions. (6/15)

A. Risk Manager (6/15)

Risk Managers should be appointed in all North American districts. (4/13) (6/15)

The Risk Manager will instruct clubs on how to avoid or minimize risk and communicate regularly with Kiwanis International. This person should have a background in property or casualty insurance. (4/13) (6/15)

B. Youth Protection Manager (4/13)

Youth Managers should be appointed in all districts which have Service Leadership Programs for youth. (4/13) (6/15)

The Youth Protection Manager will instruct clubs on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. This person should have a background in youth training, education, or law enforcement. (4/13) (6/15)

C. Leadership Development Coordinator

The Leadership Development Coordinator is responsible for implementation of the education, training, and leadership development of club presidents and secretaries in the district using programs established by Kiwanis International. This person may have a role, at the district's discretion, in educating or training other leaders such as Lieutenant Governors and Trustees. (6/15)

D. Public Relations Coordinator

The Public Relations Coordinator is responsible for guiding and assisting clubs with public relations via various media and ensuring adherence by clubs and the district to the branding guidelines established by Kiwanis International. (6/15)

E. Membership and Engagement Coordinator

The Membership and Engagement Coordinator is responsible for providing direction and support for opening new clubs and encouraging membership engagement in existing clubs via guidelines established by Kiwanis International. This coordinator will work in collaboration with Area Coordinators appointed by the Kiwanis International President and with Kiwanis International Staff. (Rev. 4/18, effective 10/18)

220.4 – Kiwanis Children's Fund

Each district in the U.S. and Canada shall also have a chair for the Kiwanis Children's Fund. The duties, term, selection process, and other details related to this position shall be determined by the Kiwanis Children's Fund Board and communicated to the districts. (4/12) (4/18)

220.5 – Additional Standing Committees and/or Key Positions

Districts may have additional standing committees and/or key positions beyond those mandated by Kiwanis International, provided each is approved by the district's House of Delegates and stated in the district's bylaws. (6/15)