

# A COMMITTEE CHAIR'S GUIDE TO SELECTING COMMITTEE MEMBERS

## YOUR ROLE AS COMMITTEE CHAIR

A committee chair organizes meetings, coordinates projects, assigns responsibilities and works closely with club leadership to translate the year's priorities into committee goals. Your role in selecting committee members is to invite those whose experience, skills, interests and perspectives fit the committee's purpose and needs. This includes creating an environment where newer members can participate confidently and experienced members can provide continuity.

## WHY THE RIGHT COMMITTEE MEMBERS MATTER

Committees are where your club's plans turn into action and where members often find their most meaningful connection to service. As a committee chair, you are responsible for building a team dedicated to transforming club goals into tangible acts of service and impact. Selecting committee members is not about filling seats; it is about matching people to a purpose, inviting them to participate and setting them up to succeed.

## SELECTING COMMITTEE MEMBERS

### Select with intention: experienced, effective, enthusiastic candidates

When you are considering prospective committee members, look for people who bring the right blend of experience, capability and genuine interest in the work.

- **Experienced** candidates have a track record of involvement — in Kiwanis, through prior club leadership roles or through other volunteer work such as service projects, fundraising or community outreach. They may also have leadership responsibilities in their professional or personal life, including organizing meetings, coordinating people or guiding a team toward a goal.
- **Effective** candidates bring useful skills that are beneficial to the committee's area of work. That might include comfort with technology, strong writing or communication skills, budgeting, project planning, coordination, recruiting or the ability to keep information organized and accessible for the group.
- **Enthusiastic** candidates show a clear connection to the mission of both Kiwanis and the committee, with a desire to contribute passionately and consistently. They bring energy, take



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initiative and stay focused on achieving goals that make a positive difference for children and communities.

### **A balanced mix of perspectives**

A strong and balanced committee blends experience with fresh ideas to preserve what works, improve what does not, build relationships and produce meaningful outcomes. Consider inviting and/or pairing newer members with experienced members to build confidence, share club practices and develop future leaders. Consider representation across age, tenure, strengths and community connections, so your committee reflects the club and the community it serves.

## **INVITING COMMITTEE MEMBERS**

Inviting someone to serve on your committee is more than asking for help — it is offering a meaningful role in the life of the club. A strong invitation is personal and explains the purpose of your committee, the support a member will receive and the impact they can have. When you approach recruiting as relationship-building, you are more likely to build a committee that is committed and confident.

**Choose the right method.** Invite members in a way that makes the most sense for the person and your club — a quick text, a phone call, an email or a face-to-face conversation. No matter which method you use, keep the tone welcoming and leave space for dialogue by inviting questions or concerns.

**Make it personal.** Begin with a list of prospective members who match the committee's area of work and the specific roles you want to fill. Consider what responsibilities you want to share, what skills would strengthen the work and what perspectives would add value. Then invite people individually, leading with why you are asking *them* — their interests, strengths or desire to serve. People respond well when they understand the connection between their strengths and the committee's work.

**Outline expectations.** Selecting committee members works best when you start with clarity about what the committee is responsible for and what skills and time commitments those goals will likely require. If a prior chair is available, meet with them to review previous committee engagement and ideas for best practices. When speaking to potential members and communicating expectations for participation, aim for clarity and avoid underselling responsibility. When you recruit with a clear purpose and realistic expectation of participation, prospective members can decide with confidence whether they have the capacity to participate consistently and contribute to the committee's work.

**Describe support and success.** Let prospective members know they will receive support and guidance in their new responsibility. Explain how you will run meetings, how the committee will communicate, and how tasks will be allocated and shared to complete the outcomes you're working toward. If your committee includes newer members, mention how you will help them learn quickly — through clear roles, simple early tasks and encouragement to ask questions. People are more willing to serve when they know they will be supported and set up to succeed.



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**Explain their impact.** As a committee chair, you want to emphasize the real difference your prospective members can make. Share how serving on a committee is one of the most direct ways a member can get involved and shape the success of the club. Committee members help turn goals into real outcomes — stronger service projects, increased community visibility, stronger member experience and more. Just as important, committee service builds connections. Members who contribute in a meaningful way often develop stronger relationships within the club and a deeper sense of purpose through Kiwanis. When you invite someone to serve, you are giving them an opportunity to make a visible difference — for the committee, the club and the community it supports.

## CHECKLIST

*Use this checklist as a tool to help you build your committee.*

### Select your members:

- Obtain the committee chair position description.
- Meet with the previous chair to review committee matters; consider inviting them to serve as a mentor.
- Define the roles and responsibilities you need filled.
- Make a list of prospective members who match the committee's focus area and necessary skills/attributes.
- Invite members individually (email, text, phone or in-person) and encourage questions or concerns.
- Complete any necessary follow-up.
- Finalize committee member selections by August 1.

### The first meeting:

- Hold your first committee meeting in August to meet the team and begin planning.
- Review the committee's purpose and the priorities for the year; confirm goals, responsibilities and timelines.
- Explain how the committee will communicate and how responsibilities will be shared; work together to finalize a meeting frequency.
- Provide any tools the committee will use (templates, shared documents, tracking lists) and explain how to access them.
- Reinforce simple meeting expectations: agenda, start/end times, action items and ownership.

### Throughout the year:

- Lead meetings.
- Stay updated on team member progress and refer to the committee's goals regularly.
- Adjust responsibilities as needed.
- Keep the president informed and report progress at club and board meetings.



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- Recognize and celebrate contributions.
- Maintain a respectful, collaborative working environment.

**Wrap up:**

- Confirm whether goals were met and document any outcomes.
- Ensure responsibilities are closed out and any remaining items are reassigned or documented for next year.
- Thank committee members and recognize their service.
- Provide a clean handoff to your successor (work plan, key contacts, files, etc.).