

MEMBERSHIP CHAIR ANNUAL CHECKLIST

2026-2027 KIWANIS YEAR

Checklist

- All new members are provided a new member orientation - to be conducted prior to actual joining is preferred.
- Follow up on all leads for new members.
- Conduct exit interviews with departing members to understand their reasons for leaving the club.
- Work with club leadership to provide a strong Kiwanis experience for all members.
- Encourage all members to invite prospective members to club events.
- Keep all prospective member information in stock to share.
- Follow up with members not attending meetings to determine how to keep them involved in the club.
- Provide ongoing recognition of member accomplishments and important life events.
- Send new member information and money to Kiwanis International immediately.
- Conduct induction ceremony for all new members.
- Track and inform the club of your progress on the club's membership plan.

JULY – SEPTEMBER 2026

Checklist

- Conduct a members' survey. A template can be found at [kiwanis.org/acetools](https://www.kiwanis.org/acetools).
- Meet with the secretary to discuss the reasons members gave for leaving Kiwanis in the past year. Collaborate on solutions to strengthen retention in the year ahead.

- Meet with the service chair to discuss the number of additional members needed to achieve service goals.
- Meet with the PR/Marketing chair to discuss plans for the incoming membership chair.
- Recruit members for the membership committee.
- Review new member orientation and make any adjustments or changes needed. A sample can be found at [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox).
- Work with your incoming club president to complete the club's membership plan. The document can be found at [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox).
- Present training to members on how to talk about Kiwanis to potential members - consult with the club president to make practice an ongoing event at meetings. Get more information at [kiwanis.org/two-for-two](https://www.kiwanis.org/two-for-two).
- Order membership application and club brochures. Items can be ordered for free at [kiwanis.org/store](https://www.kiwanis.org/store) under "Literature".

OCTOBER – DECEMBER 2026

Checklist

- Provide Kiwanis education to all club members at a club meeting.
- Plan a social event during the first quarter of the Kiwanis year. Take the time to ensure members all know each other and feel a part of the club.
- Follow up after the event with thank-you notes to all attendees, including an invitation to join the club at an upcoming service event.

- Work with your club president to submit your club's official membership plan to Kiwanis International **before October 31**. For more information and the link to the form you need to fill out, visit [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox).

JANUARY – MARCH 2027

Checklist

- Work with your Service Leadership Program advisors to hold joint events with your program members and their parents or guardians. Use this celebration of partnership and support to encourage others to join your club. This could be the installation of officers, scholarship awards, or joint service projects.
- Continue to follow up with all people who have shown interest in more club involvement.
- Take the opportunity on or around the Kiwanis birthday to plan a large fun, fellowship and recognition event to celebrate your members and their contribution to the community. Invite past members, supporters and partners to celebrate the club's impact and successes.

APRIL – JUNE 2027

Checklist

- On **April 1**, call in your club membership numbers to Kiwanis International for World Reporting Day. More information on this event can be found at [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox).



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MEMBERSHIP CHAIR ANNUAL CHECKLIST

- Work with your service chair to start planning a large service project to use as a membership event.
- Encourage all members to suggest individuals who would be strong potential new members.
- Use the Host potential members tool to help you prepare for a visit day or open house. Find this tool at kiwanis.org/acetools.
- Prepare the club for the event.
- Follow up from the event to ensure all interested parties join the club.
- Begin working with your successor so that they can be prepared for their year.

JULY – SEPTEMBER 2027

Checklist

- Make follow-up calls or have in-person conversations with people who have shown interest in the club to see if you can get them to join before the end of the year.
- Have in-person conversations with any members who may be thinking of dropping their membership to try to keep them involved.
- Conduct a membership contest amongst the membership to bring in more new members.



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