

Kiwanis Club of Maryville and Foundation Committees and Purposes

Board of Directors	Meet monthly to build, retain and support growth of membership and activities				
Executive Committee	President, President-Elect, Vice President, Secretary, Treasurer, Past President - prepare agenda for monthly board meeting				
Research & Planning	Study viable options to make club more attractive for current and future members				
Major Club Functions are in gray boxes; Committees are in gold & light blue boxes; Light blue boxes either raise or receive Foundation funds					
Meetings Administration Ensure efficient administration of club business and programs	Membership Growth Plan for growth and retention of members	Finance/Funding Maintain fiduciary health of club, oversee fundraising	Community Services Promote community involvement by members	Children/Youth Promote and develop programs for Blount County children	Public Relations/ Technology Promote community awareness of club activities and opportunities
House Set up and clean up for meetings, schedule greeters	Recruiting Contact and invite community members to join and become involved	Budget Develop and approve yearly budgets for administrative and foundation accounts	Adopt-a-Highway Organize and pick up trash twice yearly	Imagination Library Promote and develop Imagination Library, distribute brochures, seek donations and grants * RECEIVES FOUNDATION FUNDS	Website Maintain and update website weekly
Programs Recruit interesting and motivational speakers, maintain calendar, send thank you notes to speakers	Member Involvement Urge new and current members and sponsors to participate in club activities	Financial Review Audit accounts yearly	Bell Ringing Recruit and schedule members to ring bells for Salvation Army	Leadership Camp Recruit youth to attend, plan activities * RECEIVES FOUNDATION FUNDS	Kourier Prepare, edit and distribute to members monthly via website or email
Interclubs Arrange meetings with other clubs, recruit members to attend	Member Retention Contact members to encourage attendance, send cards for illness or bereavement	Pancake Breakfast Organize and promote for maximum fundraising success * RAISES FOUNDATION FUNDS	Christmas Angels Raise funds from members, shop for children in need	Scholarships Nominate Circle K and Key Club members * RECEIVES FOUNDATION FUNDS	Photography Take photographs at meetings and activities, submit to website, social media and Kourier
Risk Management Monitor and maintain management policies	Orientation Teach new members about how and what we do, schedule inductions	Golf Tournament Organize and promote for maximum fundraising success * RAISES FOUNDATION FUNDS	Boys & Girls Club Coordinate small maintenance projects * RECEIVES FOUNDATION FUNDS	Service Leadership Work with school advisors to recruit and develop young community leaders * RECEIVES FOUNDATION FUNDS	News Media Prepare and submit press releases to local media and Kiwanis publications
Awards Track membership for eligibility	Social Activities Organize activities that encourage fellowship outside of meetings	Gifts and Grants Solicit funds from major donors, write grant submissions * RAISES FOUNDATION FUNDS	Charitree Seek contributions, set up tree at airport * RAISES FOUNDATION FUNDS	Circle K Club Recruit, advise and assist college level members with service projects	Social Media Spread awareness of club on social media sites, work with photographer
Nominations Recruit members for officer and board positions	Corporate Members Recruit members from local businesses, serve as corporate member liaison		Amtrykes Determine needs, order and present * RECEIVES FOUNDATION FUNDS	Key Club Recruit, advise and assist high school level members with service projects	Directory Maintain accurate directory of members and submit to website frequently
Human/Spiritual Values Ensure that club observes the Objects of Kiwanis, recruit and schedule invocations, nominate Layperson of the year	Ambassadors Schedule members to attend Blount Chamber events to help recruit new members		Second Harvest Food Bank Determine needs, coordinate projects * RECEIVES FOUNDATION FUNDS	Builders Club Recruit, advise and assist middle school level members with service projects	
			Bottle Cap Benches Determine needs, collect caps, present benches, coordinate projects * RECEIVES FOUNDATION FUNDS	Aktion Club Schedule activities in support of members with disabilities as an advisor	
				Readers Recruit and schedule members to read to or with children in elementary schools	