

Club Leadership Education - President

Kiwanis Pennsylvania District
2022



Housekeeping Notes

- Introduce yourself by entering name and club in the Chat box
- Ensure you stay on Mute unless speaking.
- Utilize Raise Hand feature to ask a question.
- This will be as interactive as possible put your questions in the chat or raise your hand.
- You can utilize the Save Chat feature to save all the links in the chat we provide.



Agenda

- Leadership Role
- Membership
 - Two for Two membership initiative
- Pennsylvania District
- Import Club information



Our Goals



What are your
expectations
for today's
training?



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Kiwanis International Trainings

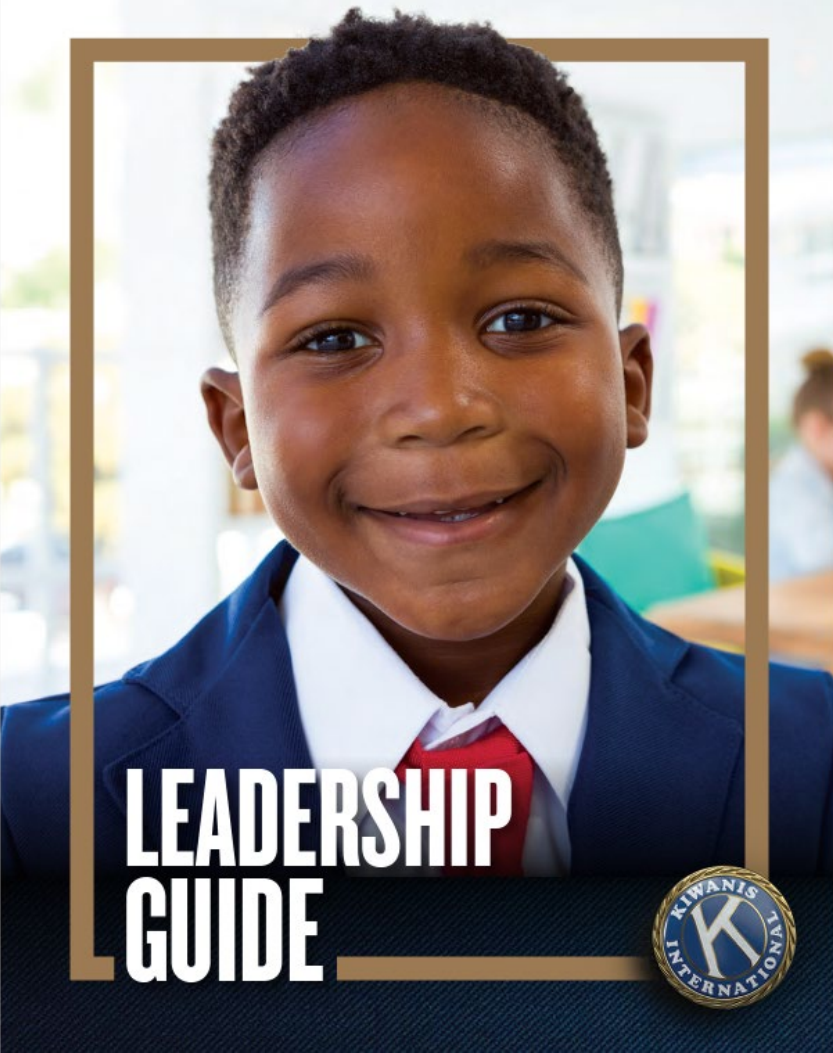
Kiwanis International will be offering online Club Leadership Education on the following dates:

- August 1 (President)
- August 2 (Secretary)
- August 3 (Treasurer)
- August 4 (Membership)
- It is recommended that you participate.

REGISTER FOR KIWANIS INTERNATIONAL TRAINING AT:

<https://kiwanis.formstack.com/forms/virtualcle22>





Leadership Guide

<https://bit.ly/2022LeadershipGuide>

SCAN ME





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Parameters for success



- Improve the club experience as measured by member satisfaction surveys
- Stabilize or increase membership in your club
- Increase club participation at Kiwanis International and district events
- Support the service your club does in the community, including sponsorship of Service Leadership Programs



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Leadership Role

President

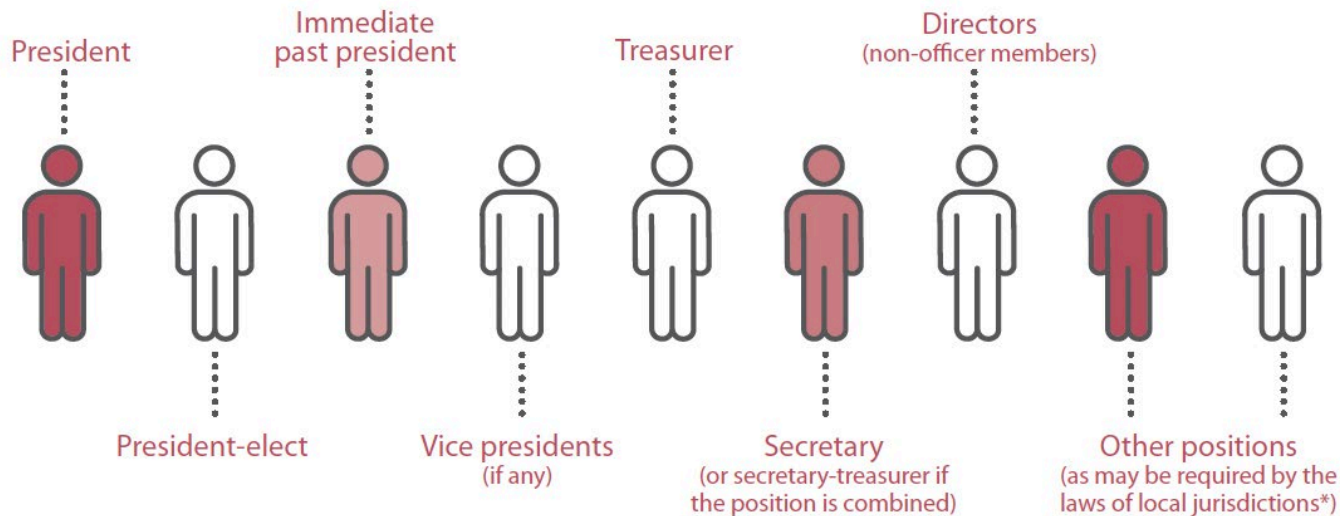
President Elects

Vice Presidents

Board of Directors



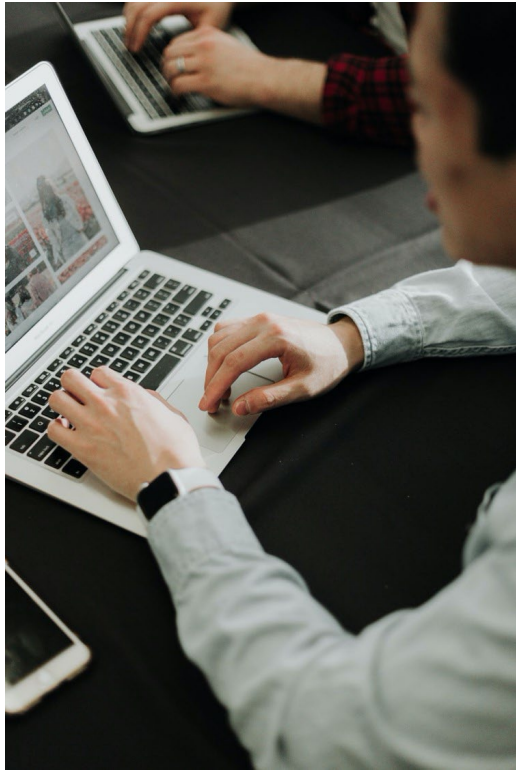
Structure of the board



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



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.
- President elect / Vice President backs up President in the event of absence



Role of the Board of Directors

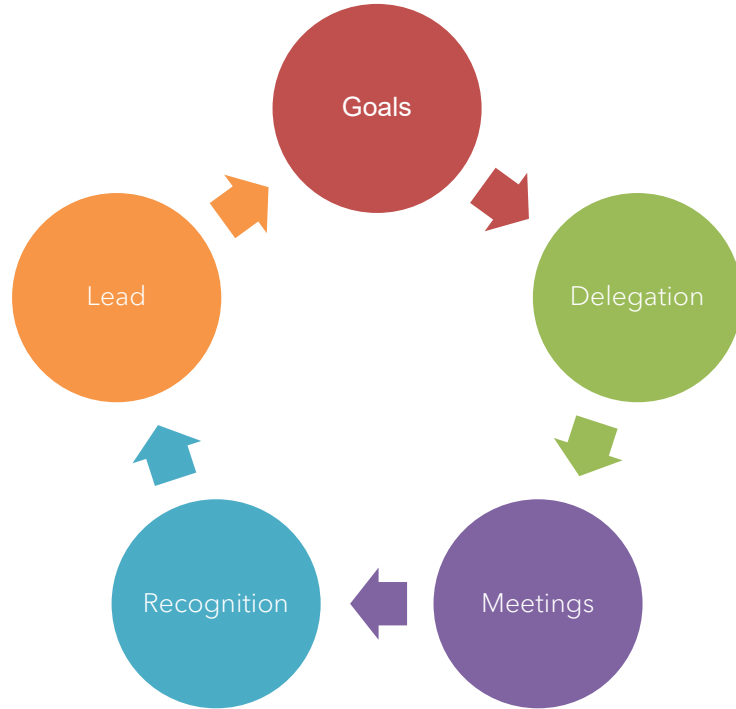
Purpose:

- Ensure smooth club operations...
- Lead club initiatives...
- Create and uphold the club's vision...

...all with the club's best interests in mind.



What should a leader do for their Kiwanis club?



Goals

Review your club's strategic plan and determine how you can positively impact it.

Strategic Plan Doc -

<https://bit.ly/399lw2t>



Consider these factors:

- The needs of your community and if you are meeting them
- The engagement level of your members
- The visibility of your club in your community

Achieving Club Excellence - <https://bit.ly/3Mxem6v>



Club President's Planning Conference

Purpose:

Opportunity to plan and develop goals with your leadership team before taking office.

Think About It:

1. What are your goals for your club during your year as president?
2. Who should you invite to participate in your planning conference?
3. Are there any meetings you need to have ahead of your official conference?



Delegation



- **Don't try to do everything yourself**
- Intentionally delegate tasks to officers, committees and members
- Follow-up and evaluate



Meetings

- Use member satisfaction surveys
- Make appropriate shifts to increase engagement
- Have fun!



Club Meetings

- First impressions are important
- Don't confuse tradition with requirements
- Invite speakers



Club Meetings



- Keep meetings member-focused
- Have an agenda and respect start and end times
- Include some fun and service in your meetings
- Plan social activities



Recognition



- Find a way to ensure all members feel valued
- Recognize members who go above and beyond



Lead



- In your club
- In service
- In your community



Club Committees and Leadership

- Financial review*
- Membership
- Education
- Public relations
- Programs
- Special events
- Service
- Fundraising
- Partnership
- J.E.D.I
- Service Leadership Programs



Board Meetings

Note: Club members can voluntarily attend board meetings.

- Have a format
- Prepare an agenda



Installations and Inductions



Installations (new officers):

- Plan! Plan! Plan!
- Reach out to your Lt. Governors
- Induct New members

Inductions (new members):

- What traditions does your club have?
- Make them feel special



Scenario 1

Each week your meetings decline in attendance, and many members sometimes do not respond to communication sent out. How would you start to determine the issues and motivate members to join meetings?



Scenario 1- Potential Solution

Potential solution – First discuss the issue with the board to get any feedback from them. It is recommended that you contact your Lt. Governor to administer a Member Satisfaction Survey to determine if the meeting location, date or time is the issue for most members. To motivate members, suggest a hands-on service project at the meeting to encourage attendance and allow members to bring family members. (Eg Card making, blessing bag stuffing etc). Meetings with a purpose provides values for all members.



Scenario 2

You receive an email from a new member that indicates that they are leaving the club. They state at a recent service project the chair did not delegate and did not offer jobs to the new member. The new member felt they were just “bossed” around and did not feel valued or welcomed. This is not the first time this has happened. Their time is valuable and do not feel Kiwanis is worth the aggravation.



Scenario 2- Potential Solution

Potential solution –Respond promptly so the member does not feel ignored or that their feelings are not important. A request to discuss over the phone would be recommended as email can be misconstrued in sensitive matters. Find out the facts from the project chair and new member who lodge the complain. Work with board to set up clear communication and roles/responsibilities for each project to ensure all volunteers can participate. Continue to follow up with new member, if they choose to stay, to see if things improved.



Membership

Be active to grow your club!



Membership

- Actively promote membership growth & retention
- Appoint membership chair as soon as possible
- Membership committee training and workbook



Membership continued

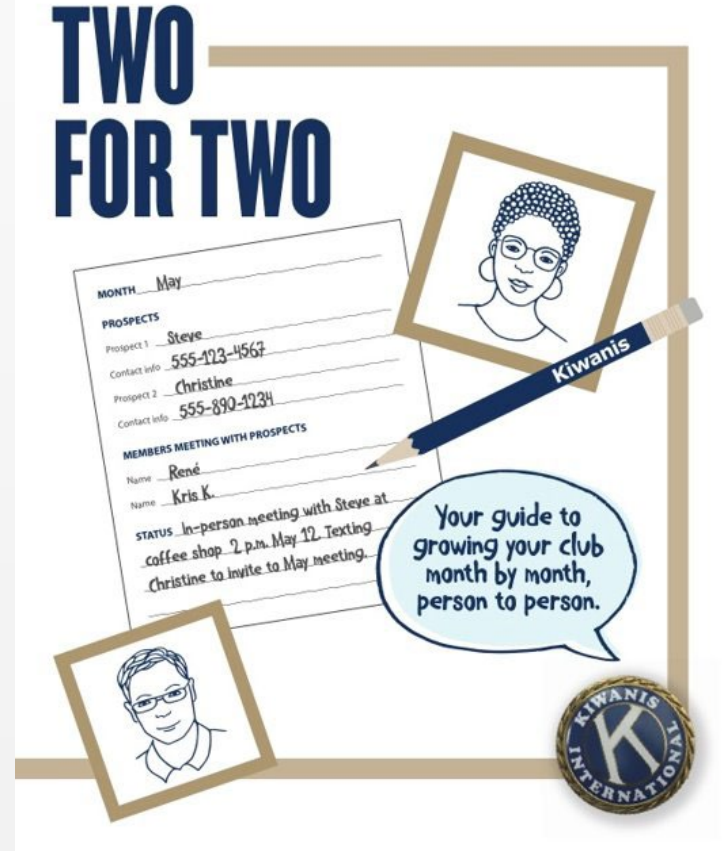


- Work closely with the membership chair
- Set membership goal
- Invite guests to meetings and projects
- Host membership events



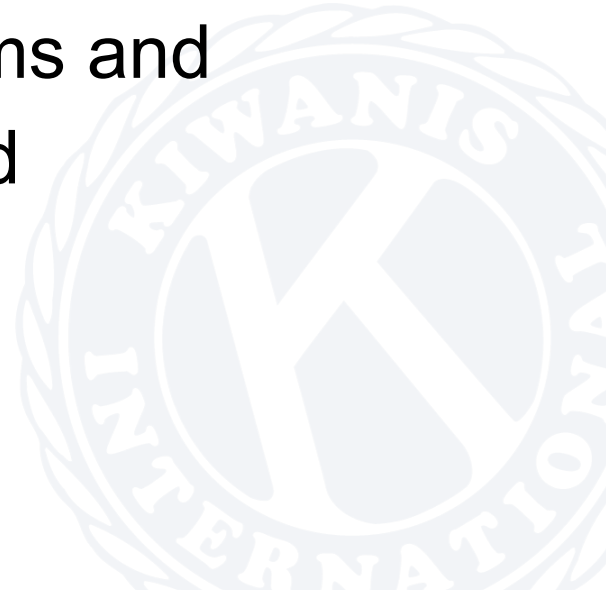
Two for Two

- Identify two members to reach out to two prospects for each month.
- Members invite prospects to a meeting or service project.



Kiwanis International

Service Leadership Programs and
Kiwanis Children Fund



Service Leadership Programs



KEY CLUB[®]



Branded Programs



KEY LEADER®



Relationship Building

- If you sponsor a service leadership program, ensure a Kiwanis Advisor is named.
- Ensure that the Sponsoring Kiwanis club is active and engaged with their youth.
- Invite youth to meetings.
- Attend service projects (if allowed) with youth.
- **Many of our Kiwanians are FORMER SPONSORED YOUTH! Cultivate that relationship!**



Important Opportunities for our Youth

- Aktion Club 26th District Convention
 - August 20, 2022 – Laurel Lodge in Altoona, PA
- Key Leader
 - April 21-23, 2023, Camp Conrad Weiser
- Key Club Convention
 - March 31- April 1, 2023, Hershey Lodge
- Circle K Events
 - Interpak – *Tentative* Nov. 11-13, 2022, at Hidden Valley Scout Reservation
 - District Convention – TBD March 2023



Kiwanis Children Fund

Our Global Impact



READY TO LEARN. READY TO LEAD.
A CONTINUUM OF IMPACT



Kiwaniis®

Kiwanis International has raised and leveraged
us\$261 MILLION
since 1994 for prenatal and childhood health and nutrition.



HEALTH & NUTRITION

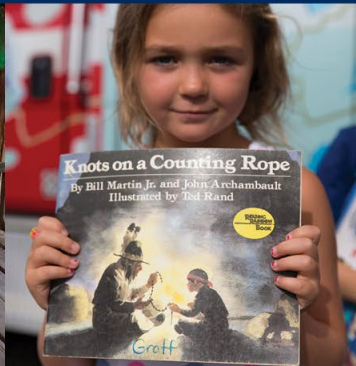
EDUCATION & LITERACY

YOUTH LEADERSHIP DEVELOPMENT

PRENATAL 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

FIRST 1,000 DAYS

FIRST 2,000 DAYS



Pennsylvania District

Our Leadership Structure, Goals and Initiatives



Pennsylvania Kiwanis – District Office

Executive Director

Kevin Thomas



Administrative Assistant

Michelle March



Pennsylvania Kiwanis – District Officers 2022-2023

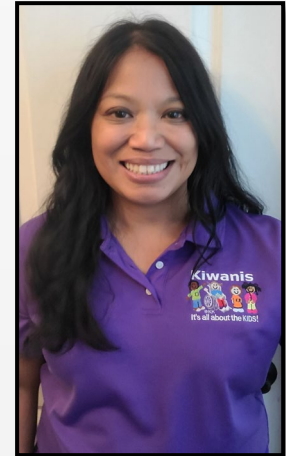
Governor

Mike Coolbaugh



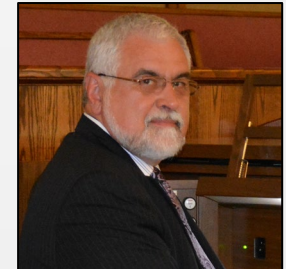
Immediate Past Governor

Sarah Zulueta



Governor-Elect TBD*

Candidate: Conrad Schlesinger



**Elections will be held at 2022 District Convention*



Pennsylvania Kiwanis - Trustees 2022-2023

Region 1 – Cathy Szymanski

Region 2 – Shawn Smith

Region 3 – Miranda Burton

Region 4 – Penny Meyers

Region 5 – Ryan Hartman

Region 6 – Tiffany Callaio

Region 7 – Joe Wilson



Pennsylvania Kiwanis – Lt. Governors 2022-2023

Division 1 – Cal Morse

Division 2 – Terry Schaeffer

Division 5- Wayne Meyer

Division 6 – **Vacant**

Division 8 – Janine Surmick

Division 10 – **Vacant**

Division 11W- **Vacant**

Division 11E- **Vacant**

Division 12 N – Lisa Bangson

Division 12 S – Shirley McPherrin

Division 13 N – Emily Reed

Division 13 S – Barrie Ann George

Division 14 – Allan Schappert

Division 15 – Debora Crisman

Division 16 – **Vacant**

Division 17/18- Bob Moran

Division 19 – **Vacant**

Division 21- Dan Spirer

Division 22 – Karen Sears

Club Listings by Region and Divisions:
<https://k23.site.kiwanis.org/club-listing-2/>



Kiwanis Hierarchy High Level Overview



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District

Pennsylvania District Strategic Plan 2021-2024

- A 3-year strategic plan was developed and approved October 9, 2021.
- The plan outlines key strategic priorities:
 - Leadership Education
 - Service Leadership Program Relations
 - Improve Member Experience
 - District Operations
- Review the details of the document on our website at:
<https://bit.ly/PAStrategicPlan>



2022-2023 Governor Priorities

1. Improve the member experience
2. Share Kiwanis in new communities
3. Promote Diversity, Equity, and Inclusion at all levels in Kiwanis
4. Strengthen Kiwanis service leadership programs
5. Improve District operations



Pillar 1: Membership Goals

- Open seven (7) new Kiwanis clubs.
- Reduce the number of clubs under charter strength by 25%.
- Increase club membership by a net +2 in 25% of clubs.
- Net gain in membership over the previous year, as certified by October 10, 2023



Pillar 2: Service Leadership Programs

- 90% of the service leadership programs be active in their school and communities.
- Have 100% of the service leadership programs be sponsored and have an engaged and active Kiwanis advisor.
- Open two (2) new clubs in Circle K, Key Club, and Builders Club.
- Open five (5) new K-Kids Clubs.



Pillar 3: Justice, Equity, Diversity and Inclusion (J.E.D.I) Initiative

- Continue the Justice, Equity, Diversity, and Inclusion Initiative throughout the district.
- Continue District Convention, Midyear and quarterly J.E.D.I awareness opportunities.



Pillar 4: Leadership Education

- Have 20 members of Pennsylvania clubs participate in Kiwanis Amplify leadership program and provide 50% funding for attendees.
- Have monthly virtual educational opportunities for members.
- 60% of club officers attend Club Leadership education.



Pillar 5: District Leadership and Operations

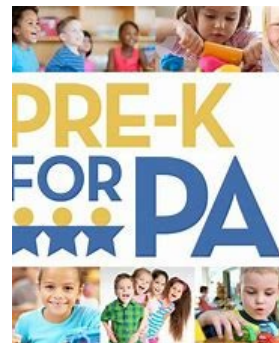
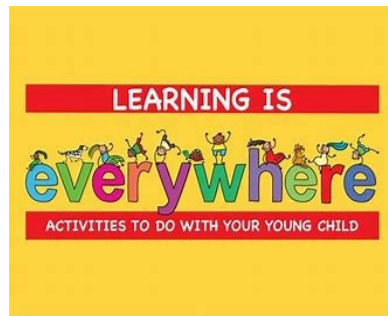
- Obtain new Lt. Governor leaders in 50% of the vacant Divisions by January 1, 2023.
- Review and Update the District Strategic Plan by Oct 8, 2022.
- Continue working on a District Redivisioning Plan.
- Achieve a 90% compliance in mandatory background checks among all required leaders.



Pennsylvania Kiwanis - Early Learning

- Distribution of Early Learning Guides
 - Currently have 4 guides
 - New - Kindergarten HERE I AM (2020)
- Partners with Early Learning Investment Commission and support Pre-K for PA
- *To order guides complete "Learning Guide Order Form" found at:*

<https://k23.site.kiwanis.org/early-learning/>



For more information contact:
Emily Reed, Young Children Priority One Chair
Email: flyingicesticks@gmail.com



Pennsylvania Kiwanis Foundation



Kiwanis®

PENNSYLVANIA KIWANIS FOUNDATION



Impact:

- New Kiwanis Club grants
- K-family grants
- Scholarships
- Support of Early Learning
- Support of Service Leadership Program

More info at their website:

www.pkfonline.org



District Program

- Member and District initiative
- Support EXISTING members who are impacted by Financial Hardships
- Application: pakiwanis.org → News
- Process is confidential
- Members can donate to program.



Pennsylvania District Calendar

August 11-14, 2022 - Pennsylvania District Convention, Erie, PA

August 20, 2022 - Aktion Club Convention, Altoona, PA

September/October 2022 - Installation of Officers

October 1, 2022 - Kiwanis year starts

October 10, 2022 - Rosters finalized

February 2023 - TBD - Midyear Conference

June 21-24, 2023 - Kiwanis International Convention, Minneapolis, MN

August 10-13, 2023 - Pennsylvania District Convention, Scranton, PA

September 30, 2023 - Kiwanis year ends



2022-2023 District Board Meetings

October 8, 2022*

January 21, 2023

April 22, 2023*

July 22, 2023

*In-Person Meetings and others virtual





COMING JAN 2023

Kiwanis Engage!

What We Know:

- ***Kiwanis Engage*** the new customer relationship management (CRM) tool will replace Kiwanis Connect.
- This will be online tool and available to same groups of users.
- The framework of this tool will be Salesforce.
- Training expected to be provided by Kiwanis International late October – December 2022



Kiwanis Online Reporting

Submit
information from
computer

Add, view, edit and save
information easily, even from
previous months' reports

Compile monthly
reports for annual
report



Send reports to leaders
automatically

Communicate with Kiwanis
International and district
offices in a variety of areas

View club's Service
Leadership Programs

Important Dates

IMPORTANT DUE DATES	
10th of every month	Monthly club report due to the Kiwanis International.
October 1	Your first day in office.
October 1	Approval of club budget due.
October 10	Updated club roster due.
October 31	Deadline for any club to submit proposed amendments and resolutions to the Kiwanis International Bylaws to be presented at the next Kiwanis International convention.
February 15	Deadline for U.S. clubs to submit the 990-tax form to the IRS.
April 30	Delegate certification form for the next Kiwanis International convention due.
June 1	Annual report of club election due.



Work with your Secretary

- Ensure club reports are completed monthly.
- Ensure secretary is communicating meeting minutes or club information with members and the Division.
- Ensure new members are being added in a timely manner.



Effective Oct 1, 2022

Member Dues

Kiwanis International dues and fees:

- \$52: Kiwanis International dues
- \$22: Liability insurance & Director's and officer's insurance
- \$8: Magazine publication
- \$35: Pennsylvania District dues

Total DUES: \$117.00



Prorated Dues - NEW members

2022-23 Prorated Dues (New Member Fee)

<u>Month</u>	<u>Pro-Ration Percentage</u>	<u>Kiwanis International Amount</u>	<u>Pennsylvania District Amount</u>	<u>Total Amount Due</u>
October	0.00%	\$ 82.00	\$ 35.00	\$ 117.00
November	8.33%	\$ 75.17	\$ 32.08	\$ 107.25
December	16.67%	\$ 68.32	\$ 29.17	\$ 97.49
January	25.00%	\$ 61.50	\$ 26.25	\$ 87.75
February	33.33%	\$ 54.67	\$ 23.33	\$ 78.00
March	41.67%	\$ 47.83	\$ 20.42	\$ 68.25
April	50.00%	\$ 41.00	\$ 17.50	\$ 58.50
May	58.33%	\$ 34.17	\$ 14.58	\$ 48.75
June	66.67%	\$ 27.33	\$ 11.67	\$ 39.00
July	75.00%	\$ 20.50	\$ 8.75	\$ 29.25
August	83.33%	\$ 13.67	\$ 5.83	\$ 19.50
September	91.67%	\$ 6.83	\$ 2.92	\$ 9.75



Work with your Treasurer

- Ensure club reports financials monthly
- Dues are paid to maintain that clubs are in good standing.
- Provide records for annual audit
- Retain records for seven years



Annual Audit



- Legal requirement
- Completed by independent auditor or an internal committee
- Standard Form for Club Bylaws
- Treasurer serve on committee



Incorporation



- Each club is **required** to incorporate
- Confirm your club has original paperwork
 - Kiwanis International and your state or local government needs a copy
- Incorporation must be renewed **annually**

Form 990



The IRS requires all U.S.-based Kiwanis clubs to submit a 990 form annually.

- Failure to file in a timely manner may put your club's incorporation status at risk

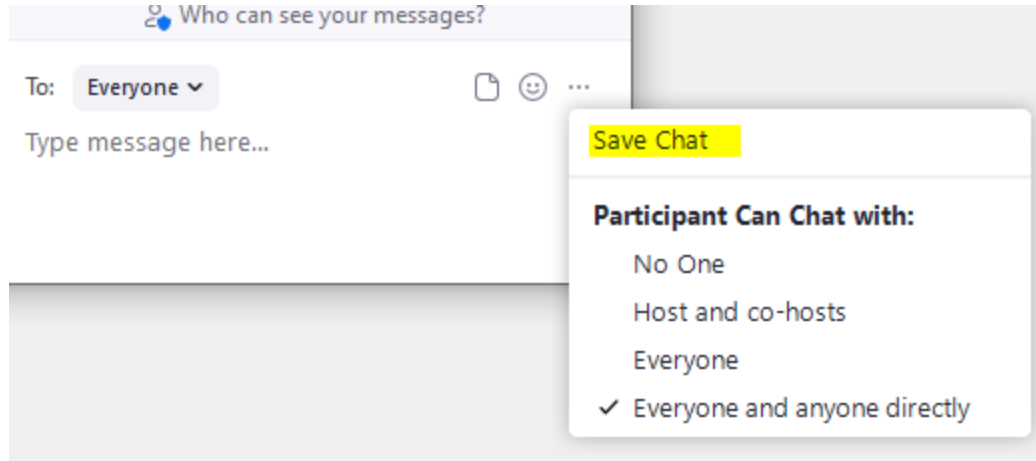
For more information, visit **[kiwanis.org/form990](https://www.kiwanis.org/form990)**

What's Next?

- Review Leadership Development Guide
- Set up transition meeting with current and incoming officers
- Set your goals for next administrative year



Save Chat





Kiwaniis[®]

**Kids Need
Kiwaniis
To Reach their
Potential!**

**KIWANIS NEEDS
MEMBERS LIKE
YOU!!**

THANK YOU!

COMPLETE SURVEY: <https://bit.ly/2022CLESurvey>

Closing Notes & Questions



Any questions contact:

Sarah Zulueta

Governor, 2021-2022

Email: zuluets@gmail.com

Mike Coolbaugh

Governor Elect, 2021-2022

Email: sgt283@comcast.net

