

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
DECEMBER 12, 2022**

The second meeting of the 2022-23 Pennsylvania District Board of Trustees was held on December 12, 2022. Governor Mike Coolbaugh presided. The meeting was held virtually via Zoom.

All board members were present as were ex-officio board members Circle K Governor Emma Giliardi and Pennsylvania Kiwanis Foundation President Jill Martin-Rend.

Guests included Counselling Kiwanis International Trustee Jackie Sue McFarland, Lt. Governors Cal Morse and Debora Crisman, Laws and Regulations Chair Ben Osterhout, Aktion Club Barb Byers and Membership and Key Leader Chair Matt Wise.

International Trustee Jackie McFarland provided comments.

The minutes from October 8, 2022, Board meeting were considered. See P1-P3. The minutes were approved as presented.

The redivisioning of Division 6 was considered. See P4-P5. The proposal to move the clubs presently in Division 6 to Divisions 5 and 8 was approved by proper motion, second and vote. See P6 for the new alignment of Divisions 5 and 8.

Updates/changes to Article II, Section D of the District Policy Code were considered. See P7-P8. By proper motion, second and vote, the proposed updates/changes were approved.

Updates and revisions were considered to the District Strategic Plan. See P9-P16. The updates and revisions were approved as presented.

With the pending retirement of Executive Director/Secretary/Treasurer Kevin Thomas, the District Executive Board has met and has made the recommendation to split the duties of the position into three roles, District Secretary, District Treasurer and District Meeting Manager. Potential job/position descriptions for each position can be seen as P17-P22. A motion was made and seconded to approve all the positions as presented. After some initial discussion, that motion and second were withdrawn. A motion was then introduced and seconded to approve the description for the District Secretary position. After discussion, the motion was approved with one dissenting vote. A motion was introduced and seconded to approve the description for the District Treasurer position. That motion was approved. A motion was introduced and seconded to approve the District Meeting Manager description. A motion to amend the description was introduced, seconded and approved. The description as amended was then approved. The amended District Meeting Manager description is P23-P25.

To implement the new positions, District Bylaws and policies need to be amended. Amendments to the bylaws require the approval of delegates from 1/3 of the clubs to be present at an annual or special convention. As the annual convention is in August that will be too late to implement the new positions by October 1, 2023. Accordingly and in accordance with Article VI, Section 2 of the District bylaws, a motion was introduced, seconded and unanimously approved to call a special convention on April 1, 2023 at the Hershey Lodge and Convention Center. The time will likely be at 2:00PM.

The District Spring Fling Fundraiser was considered. The date that it will be held is April 1, 2023. Trustees Szymanski, Smith and Wilson volunteered to serve on the planning committee and Trustee Wilson will organize the first meeting.

A motion was introduced, seconded and approved to hold the District Midyear Conference virtually on February 25, 2023.

Governor Mike Coolbaugh brought up the Service Leadership Administrator Conference be held in January in Las Vegas. As the District had already set its budget when this conference was announced and resources are limited, Governor Mike wanted to make everyone aware that the District will not be able to help defray expenses unless the administrators wish to take the funds from any money previously budgeted for them.

Ex-officio board members Emma Giliardi and Jill Martin-Rend provided greetings to the District Board.

With no further business to conduct or discuss, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
October 8, 2022

The first meeting of the 2022-23 Pennsylvania District Board of Trustees was held on October 8, 2022. Governor Mike Coolbaugh presided. The meeting was held in-person at the Trails & Trees Environmental Center, Mechanicsburg, PA with some virtual attendance. Governor Mike Coolbaugh presided.

The following board members were present: Governor Mike Coolbaugh, Governor-elect Conrad Schlesinger (virtually) Trustees Cathy Szymanski, Shawn Smith, Miranda Burton, Penny Meyers (virtually), Ryan Hartman, Tiffany Callaio, Joe Wilson and Executive Director/Secretary/Treasurer Kevin Thomas.

Guests attending in person were Morgan Coolbaugh, 2023 District Convention Chair and David Szymanski. Guests attending virtually were Lt. Governors Cal Morris, Terry Shaffer and Deb Crisman

Kevin Thomas provided an opening thought.

The minutes from the July 23, 2022, Board Meeting were considered for approval. The minutes of the meeting were approved as presented. See P1-P3.

The minutes from the Business Session of the 105th District were considered for approval. The minutes of the business session were approved as presented. See P4-P5.

The consent agenda was considered; see P6-P53. All items in the consent agenda were approved except for the Executive Director's Report, which was deferred by request until the action portion of the agenda.

The District Membership Committee Report was reviewed and approved; see P54-P55. Comments were shared on new club opening. The membership committee report was approved.

The Audit Committee Report was considered; see P56-P57. The audit committee report was approved as presented

The Finance Committee Report and District Financial reports were reviewed, discussed and approved. See P58-P75.

A 2022-23 District budget was considered. See P61-P62. The budget was approved as presented after board discussion. As part of the discussion, the need to enhance revenue was discussed at length. Concern was also expressed about Service Leadership Program contributions and funding.

Final financial information on the Kiwanis Kash Raffle was provided. Revenue: \$13,302.00. Expenses: \$6,889.00. Net profit: \$6,413.00

An update was provided on unclaimed property. Judy Raub prepared claim forms to be filed by Kevin Thomas. When he went to file them, he saw that some clubs that are in existence were on the claim forms. Since we had notified those clubs that they had unclaimed property, we could not submit the claim forms with those clubs listed on them. Kevin will ask Judy to prepare new forms for submission.

A report was provided on the E-Commerce site. See P76-P79. Sarah Zulueta will follow up to determine if we can make this viable.

A report was provided on the Kiwanis Night at the Phillies. See P80. Plans and discussions are underway for possibly doing a game at both the Pirates and Phillies in 2023. Discussion, also, occurred on possibly having games at minor league parks in Pennsylvania. Proceeds may go to the Service Leadership programs but a plan will need to be developed on how this money will be distributed.

A report was provided on the review of the 2022 Spring Fling finances. See P81-P82. After review and discussion, a motion was made, seconded and approved to accept the report as presented.

Discussion on a 2023 Spring Fling fundraiser took place and including discussion on tying it to a Special District Convention, if that proves necessary. Kevin Thomas will see if space is available to have the Special Convention at the Hershey Lodge during the Key Club Convention. Mike Coolbaugh will contact Past Governor John Gräb to see if he knows of any low or no cost facilities in the Hershey area that could serve as a site for the Spring Fling.

Updates were considered on the Circle K District Policy Code. See P83.-P84. All proposed changes made by the Circle K District Board were approved by proper motion, second and vote.

2022-23 District Board Members and Lt. Governors were reviewed. See P85-P86. As part of the review and by proper motion and vote, the Board appointed Barbara Harer of the Kiwanis Club of State College to be Lt. Governor of Division 11E and Bonnie Hout of the Kiwanis Club of Upper Bucks to be Lt. Governor of Division 19. Both Kiwanians had recently consented to serve.

2023-24 Lt. Governors and Board Members were reviewed. See P87. Emily Reed of the Kiwanis Club of Dillsburg Area will not be able to serve as Trustee due to a conflict of interest with her duties on the Foundation board.

A discussion took place on what constitutes board member participation in a board meeting as it relates to remote participation. Sarah Zulueta and Mike Coolbaugh will have a discussion on a potential policy on this.

The board reviewed and discussed the 2022 District Convention evaluations. See P88-P91.

The board reviewed and discussed the budget report on the 2022 District Convention. See P92.

The 2024 joint District Convention with New Jersey was discussed. The committee will meet on October 21, 2022, at 7:00PM. To date, proposals to host the convention have been received from the Doubletree Reading and the Alloy Valley Forge. After review and discussion, a motion was made, seconded and approved to move ahead with a joint District Convention pending final site selection.

A contract from the Penn Stater Hotel & Conference Center was considered for the 2024 Key Club Convention on March 29-30, 2024. The contract was approved by proper motion, second and vote.

Redivisioning was considered. See P93-P94. The board did not act on the proposed redivisioning of Divisions 5, 6 and 8 as not all the clubs in Division 6 have been contacted for consent or disapproval. Meetings will be setup in other Regions to determine what, if any, needs exist to realign the Divisions in those regions.

The Strategic Plan review was tabled. Conrad Schlesinger and Sarah Zulueta will be meeting on October 10th to review the plan, provide a progress report on goals and make any potential recommendations for changes.

A motion was made to establish/change the committee studying the Executive Director's position to the Governor, Governor-elect, Immediate Past Governor and the Executive Director. The motion was seconded and approved. The committee will meet on October 10 at 4:00PM.

The board approved a \$420.00 expenditure from Key Leader funds for purchase of a DocuSign program to help facilitate and coordinate all the forms which need signed for Key Leader by parents and participants. In the future, it might possibly be used by other Service Leadership Programs.

Proposed District Bylaw amendments were considered. See P95-P98. A motion was made and seconded to approve the proposed bylaw amendments. After discussion, the board did not approve the amendments so that discussions can be had with Kiwanis International on whether the appointment of trustees would be permitted. Mike Coolbaugh will talk to Ben Osterhout about this and Kevin Thomas will write Diana O'Brien with these questions.

No progress was reported on the reorganization and review of the District Policy Code. Trustees were urged to review the policy code to see if they had any thoughts or ideas on things that should be changed, removed or reorganized.

An update was provided on the time for the “roll out” of the new Kiwanis International database, Engage. Presently, Engage is expected to go live around January 1st.

The current Dollars for Dues Committee was reappointed by proper motion, second, and vote. The Immediate Past Governor will serve as chair of this committee each year.

The District Technology Committee was announced. The committee consists of Sarah Zulueta, Ryan Hartman, David Szymanski and Dale Brackin.

A drawing was held to determine the winner of the Yeti Cooler Fundraiser for the 2023 District Convention.

The board moved to close session to discuss two District personnel issues. During the closed session, the concern raised in the Executive Director’s report was considered.

After the closed session and with no further business to conduct or discuss, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas
Executive Director/Secretary/Treasurer

From: ketkiwanis@aol.com,

To: shawn@smithcm1.com, sgt283@comcast.net,

Cc: zuluets@gmail.com, cdschlesinger@outlook.com, jsurmick@gmail.com, wdm1582@gmail.com,

Subject: Re: Division 6 Redivisioning Efforts

Date: Thu, Nov 17, 2022 12:05 pm

Attachments:

Received Shawn. Thanks for your work!

Kevin E. Thomas, District Executive Director
Pennsylvania District Kiwanis International
125 North Enola Drive, Ste. 206
Enola PA 17025
P: 717-540-9300
F: 717-540-1018
E-mail: Kevin@pakiwanis.org
www.pakiwanis.org

-----Original Message-----

From: Shawn@Smithcm1.com <shawn@smithcm1.com>

To: sgt283@comcast.net <sgt283@comcast.net>

Cc: Kevin Thomas <kevin@pakiwanis.org>; Sarah Zuletta <zuluets@gmail.com>; Conrad Schlesinger <cdschlesinger@outlook.com>; Janine Surmick <jsurmick@gmail.com>; Wayne Meyer <wdm1582@gmail.com>

Sent: Wed, Nov 16, 2022 7:53 pm

Subject: Re: Division 6 Redivisioning Efforts


I talked briefly with the club secretary from Vandergrift today who gave an "unofficial yes" to moving to Division 8. They partner with Greensburg club on a couple fundraisers and according to the secretary, the move would be a good thing for the club.

I will reach out to the club president again tomorrow, but it is my recommendation to move forward with the redivisioning process for Division 6 and bring to the board for a vote.

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Shawn "Spike" Smith (he/him/his)

Project Manager

 Smith Construction Management, LLC

412-983-0993 (direct)

412-771-2424 (office)

412-771-2433 (fax)

1205 Hoover Street

Pittsburgh, PA 15204

<http://www.smithcm1.com>

*Lieutenant Governor, Division 5, 2020-22 Pennsylvania Kiwanis District
Region 2 Trustee-Designate 2022-25, Pennsylvania Kiwanis District*

Committee for Justice, Equity, Diversity, and Inclusion (J.E.D.I.), Pennsylvania Chair 2021-24
Kiwanis International Committee for Diversity, Equity, and Inclusion, 2021 Committee Member

From: sgt283@comcast.net <sgt283@comcast.net>

Sent: Tuesday, November 15, 2022 10:13:56 AM

To: Shawn@Smithcm1.com <shawn@smithcm1.com>

Cc: Kevin Thomas <kevin@pakiwanis.org>; Sarah Zuletta <zuluets@gmail.com>; Conrad Schlesinger <cdschlesinger@outlook.com>; Janine Surmick <jsurmick@gmail.com>; Wayne Meyer <wdm1582@gmail.com>

Subject: Re: Division 6 Redivisioning Efforts

Shawn - Thanks for the update. If you get everything together in time we can approve this at the December 12th special meeting. Let me know if you need anything from me.

Mike

Michael J. Coolbaugh Sr.

Governor, 2022-2023

Pennsylvania District Kiwanis

Kiwanis Club of Wyoming Area

Cell: 570-237-1080

On Tue, Nov 15, 2022 at 10:01 AM Shawn@Smithcm1.com <shawn@smithcm1.com> wrote:

Morning Everyone,

Wanted to update you on Redivisioning Efforts for Division 6 to let you know where things stand:

So far, I've been able to talk to all the clubs in Division 6 (Freeport, McKeesport-White Oak, Vandergrift and Verona-Rosedale).

I am meeting with Vandergrift tomorrow either in-person or over conference call (depending on where I am with work) to discuss the "master plan".

Both Verona-Rosedale and McKeesport-White Oak have confirmed that they are in support of moving to Division 5 and Freeport has said "yes" to moving to Division 8.

I am expecting to have a confirmation from Vandergrift tomorrow to move to Div. 8, and will update everyone after the meeting.

Thank you all for your patience with this process and for all your assistance with this effort!

Shawn "Spike" Smith *(he/him/his)*

Project Manager

From: shawn@smithcm1.com,

To: aegturkey@acninc.net, chemistandrea@hotmail.com, annettethedentist@gmail.com, barbara.marie.byers@gmail.com, patcook5@gmail.com, bobandsylvia855@gmail.com, b.k.root@gmail.com, pchale@salsgiver.com, caj1952@ymail.com, christine_patz@pennunited.com, cdschlesinger@outlook.com, dbrackin@fangorn.com, dalefake@gmail.com, dmbigleyod@zoominternet.net, truewrits@verizon.net, dennshea1@gmail.com, dmarvin6@gmail.com, djstewart216@gmail.com, dturner@alumrockwealthmgmt.com, e3chyjurick@verizon.net, kathrich15656@yahoo.com, pallygus@zoominternet.net, jsurmick@gmail.com, welserj@gmail.com, tusc15301@yahoo.com, johnmazurowski@yahoo.com, keithsmithconsulting@yahoo.com, kevin@pakiwanis.org, kbadali@gmail.com, lukemyslinski@gmail.com, mmuraska@comcast.net, mpappa@ricuperos.com, sgt283@comcast.net, npeters956@hotmail.com, roundtuitnancy@yahoo.com, peggyhaysnelson@hotmail.com, rebeccatyersbrown@gmail.com, sbrackin@fangorn.com, sbucklew@mckha.org, tlawry21@gmail.com, tellsworth@somersettrust.com, wdm1582@gmail.com, wcwhite013@verizon.net,

Cc: kevin@pakiwanis.org, zuluets@gmail.com, cdschlesinger@outlook.com,

Subject: Region 2 Redivisioning

Date: Tue, Dec 13, 2022 11:11 am

Attachments:

Hello and Happy Holidays Region 2 Leaders!

At our District Board meeting last night it was discussed and voted to move forward with the redivisioning of Region 2. After speaking to the clubs in Division 6, they agreed to split the Division between Division 5 and Division 8, giving the clubs in Division 6 a Lt. Governor to work with. Here is the new list of clubs as discussed last night:

Division 5 (Lt. Governor Wayne Meyer)

Baldwin
Glenshaw
McKeesport - White Oak
Pittsburgh
Sewickley
Sheraden
Washington
Verona - Rosedale

Division 8 (Lt. Governor Janine Surmick)

Greensburg
Freeport
Jeanette
Scottdale
Uniontown
Vandergrift

I'd like to thank the members in the former Division 6 for their patience with this process, along with the willingness of the Lt. Governors Wayne and Janine for stepping up to welcome the new clubs into their divisions. If at any time any members have questions regarding the redivisioning effort, please do not hesitate to reach out.

Proposed Updates to District Policy Code. Article II, Section D

District Board Meeting Procedures

- I. District Board meetings will follow a consent agenda and action agenda in order to allow more time for strategic discussions.
- II. An Action Follow-Up report will be issued within 10 business days following board meetings, by the Executive Director, in conjunction with all items requiring action as discussed during said meeting.
- III. No report, or item, received less than 48 hours prior to the commencement of the board meeting will be considered. The report, or item, will be deferred to the next scheduled meeting.
- IV. Virtual and/or Hybrid meetings are permissible. When possible, Zoom should be used in a Webinar format with only the Board of Trustees visible and able to speak. All other attendees must be recognized by the Chair in order to speak. This will ensure meetings are kept on schedule and on topics dictated by approved agendas. All Board members must have their camera on during all virtual Board meetings unless otherwise approved by the Governor.
- V. Physical Attendance for all scheduled in-person Board Meetings is mandatory for all board members, unless otherwise approved by the Governor.
- VI. The following are the standing rules for District Board Meetings. These rules should only be enforced when necessary:
 1. Only official members of the Board of Trustees of this District may make motions and vote on motions.
 2. At each meeting of the Board of Trustees, prior to official action by the Board, an opportunity shall be provided for non-board member comment, prior to the items being voted on. At the conclusion of an official voting meeting, an opportunity for non-board member comments will be provided for any item that did not appear on the agenda.
 3. No person may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the board.
 4. No person may speak more than twice on the same question unless allowed to do so by a majority vote of the Board.
 5. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another board member.
 6. A board member shall not speak either for or against a motion and — on the same recognition — move to close debate.
 7. A motion which terminates debate on any main motion pending before the Board will not be in order until 10 minutes of debate has taken place or until no Board member seeks the floor. This minimum time requirement does not include time spent on amendments to the main motion or any other subsidiary motions.
 8. At the discretion of the District Executive Director Secretary, certain routine items of business may be placed on a consent agenda, which shall be

Commented [Z1]: Move this point from standing rules to under procedures for clarity.

Commented [Z2]: Moved out of standing rules to under procedures for clarity.

Proposed Updates to District Policy Code. Article II, Section D

approved by a single motion and majority vote without debate. Any board member who wishes to remove an item from the Consent Agenda must make a written request to the ~~Executive Director~~ District Secretary prior to the commencement of the meeting.

9. Any of the above rules may be suspended by a majority vote.
10. The Governor and District Board may grant exceptions to these rules as should circumstances warrant such consideration.
11. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District bylaws or these standing rules.



Kiwaniis®
PENNSYLVANIA DISTRICT

District Strategic Plan
2021-2024

Kiwanis Mission

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time.

Kiwanis Vision

Kiwanis will be a positive influence in communities worldwide — so that one day, all children will wake up in communities that believe in them, nurture them and provide the support they need to thrive.

Strategic Priority #1

Leadership Education

Goal 1: Hire or appoint a qualified Leadership Development Educator at the District Level to develop pathways for success for leadership succession.

Goal 2: Develop a program to incentivize and develop emerging leaders ~~starting with Presidents Elect and Vice Presidents~~ to take advantage of educational opportunities hosted outside the District.

~~**Goal 3:** Set minimum standards of performance criteria for Club officers.~~

Goal~~4~~3: Create a leadership education program team to develop opportunities for consistent and relevant education accessible to all members.

Strategic Priority #2

Service Leadership Program Relations

Goal 1: Actively grow and strengthen the number of Service Leadership Programs ~~post pandemic~~ each administrative year.

Goal 2: Strengthen sponsoring Kiwanis club engagement through targeted training annually for sponsoring club advisors and District committees.

Goal 3: Increase the visibility of Kiwanis to our Service Leadership Programs at all levels by connecting the K's through effective communication to service leadership program alumni.

Strategic Priority #3

Improve Member Experience

Goal 1: Provide opportunities and education that stress the importance of flexibility flexible membership that ~~and is promotes~~ a focus focused on service over administration.

Goal 2: Encourage strategic planning at all levels through education that promote clubs to set membership and community goals annually. ~~When there is a plan in place, with delegated tasks, everyone feels a little better.~~

Goal 3: ~~Determine~~ Promote and develop a membership brand strategy that identifies membership benefits and experiences that align with the Kiwanis mission. ~~a member value proposition that fits ALL clubs in the District.~~

Goal 4: Incorporate Justice, Equity, Diversity and Inclusion initiatives and awareness into new and existing membership programming and offerings.

Strategic Priority #4

District Operations

Goal 1: Develop and approve a balanced budget each Kiwanis fiscal year.

Goal 2: Adopt and commit to the best practice of increasing reserve funding each fiscal year when there is a surplus.

Goal 3: Implement financial controls and policies recommended by the audit committee and in compliance with audit findings.

Goal 4: Decrease fixed asset costs and have a virtual District office within 3 years utilizing remote workers.

Goal 5: Improve District office technology infrastructure to support timely member communication, collaboration and provide self service forms.



Title: *District Secretary*
Reports to: *District Governor and District Board*
Category: *Non-Exempt*
Status: *Part Time (minimum 30 hours per week)*

Introduction

The position of District Secretary is responsible for the planning, organization and direction of the District Office and programs. This position is the primary administrative contact with Kiwanis International and as such is responsible for ensuring effective communication with Kiwanis Headquarters, the Board of Trustees, and the District's Clubs.

The District Secretary shall be appointed annually by the Governor with the approval of the Board of Trustees assuming office with the Governor. This is a stipend position as approved annually by the Board of Trustees. The District Secretary position is voting member of the Board of Trustees and as such is required to attend all quarterly board meetings.

Experience Seeking:

- Bachelor's degree in Business Management or Communication is preferred.
- 5 or more years management or supervisory experience
- Experience in non-profit management in an operational environment is a plus.
- Demonstrates effective leadership and management skills
- Creative problem-solving skills, detail oriented, works independently and organized
- Excellent communication skills, both verbal and written.
- Experience with Microsoft Office 365, e-mail and collaborative computer software.
- In lieu of any of the above, professional work experience and Kiwanis family involvement will be considered.

Duties

Administrative:

- 1) Keep all records of the District, including the minutes of the convention and board meetings.
- 2) Prepare Board packets and minutes for all board meetings and distribute those minutes in accordance with the bylaws within 30 days of the Board meeting.
- 3) Collaborate with the Governor to set the location of all quarterly District Board Meetings and meals, if required.
- 4) Complete official board report for all official board meetings using a Board approved report format.
- 5) Submit to the proper officials and committees all communications received from Kiwanis International.
- 6) Ensure all required reports are submitted to Kiwanis International by the required deadlines for all branches of the Kiwanis family. (eg. Audit reports, Board meeting minutes)



- 7) Cooperate with the Governor in forwarding and collecting all official reports required by Kiwanis International.
- 8) Travel will be limited to District convention planning and District Convention, the Midyear Conference, Kiwanis District Board Meetings, Key Club Board meetings, Key Club and Circle K Conventions, and the Kiwanis International Convention.
- 9) The District Secretary shall strive to keep the District Board informed on all matters affecting them as well as the clubs in the Pennsylvania District.
- 10) The District Secretary shall oversee the compilation and distribution of mailings and electronic communication for the Kiwanis, Key Club and Circle K Districts.
- 11) Management of the District Office (Physical or Virtual), including but not limited to:
 - a. Employment of staff.
 - b. Discipline of staff, as necessary.
 - c. Maintenance of facilities and equipment. (If needed)
 - d. Responsible for proper insurance coverage, bond protection, etc.
 - e. Ensure the policies of the Kiwanis District are followed, whether written or implied.
 - f. Keeper and protector of the Official Seal of the District.
 - g. Establish and maintain a District official address, phone numbers, e-mail addresses. The official mailing address may be a post office box or physical office.

Financial / Accounting

- 12) Shall receive and deposit all checks and cash received for the Kiwanis District and all affiliated organizations and provide reports of these deposits to the Treasurer of the District and Foundation twice a month or as requested by the Treasurer(s).
- 13) Shall receive all invoices for the District and submit them without delay to the Treasurer and Finance Committee chair for approval and payment.
- 14) With the approval of the Board, shall be an official signer on all District contracts.
- 15) With the approval of the Board, procure supplies and required purchases (eg software, awards, pins).

District Convention and K-Family events

- 16) Shall receive registrations for all Kiwanis family conventions and conferences, process those registrations and prepare registration reports and packets to the District Board and Treasurer.
- 17) Responsible for printing of any certificates and awards for the District Convention.
- 18) Shall attend the annual Kiwanis District Convention, staff the Convention office under the management of the District Meeting Manager.
- 19) Make a report to the district at its annual convention and such other reports as directed by the Governor or the District Board.



Title: *District Treasurer*
Reports to: *District Governor and District Board*
Category: *Non-Exempt*
Status: *Part Time*

Introduction

The position of District Treasurer is responsible to the Governor and Board of Trustees for the efficient and financially sound operation of the District Office. This position oversees the District's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. Responsible to perform daily accounting tasks such as monthly financial reporting, general ledger entries via Quickbooks, and record payments and adjustments as required.

The District Treasurer shall be appointed annually by the Governor with the approval of the Board of Trustees assuming office with the Governor. This is a stipend position as approved annually by the Board of Trustees. The District Treasurer position is a non-voting ex-officio member of the Board of Trustees.

Experience Seeking:

- Bachelor's degree in accounting, finance, or related field.
- CPA is a plus.
- At least 2-5 years of bookkeeping or accounting experience preferred.
- Excellent communication skills, both verbal and written.
- Experience with accounting software such as Quickbooks.
- Experience with Microsoft Office 365, e-mail and collaborative computer software specifically in Excel.
- Able to prepare, review and understand a financial statement and control budgets.
- Detailed oriented work.

Duties

- 1) Maintain financial and accounting records of the District.
- 2) Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit and disbursement of district and sponsored organization funds in the manner authorized and prescribed by the District Bylaws, District Policies, and District Board
- 3) Sign all checks for approved expenditures by the Board of Trustees.
- 4) Complete monthly financial reporting as prescribed in District policies from Quickbooks.
- 5) Record transactions in Quickbooks as reported by the District Secretary.
- 6) Engage a CPA Firm, with Board approval, to prepare a review report on the PA District, Key Club and Circle K annually financial audits and 990 filings that will be presented to the Board for approval.



- 7) Responsible for ensuring the Board approved 990 filings are filed on or before Feb 15th each year for Pennsylvania Kiwanis, Key Club and Circle K organizations or ensure extension paperwork is filed in a timely manner.
- 8) Serve as Financial Counselor to the District's Aktion Clubs, Key Clubs and Circle K Clubs under the direction of the District Administrators. This shall include making all disbursements, depositing receipts, establishing budgets, and establishing financial policy. This shall include negotiating and reviewing all contracts for these organizations that are not related to the annual conferences and conventions.



Title: *District Meeting Manager*
Reports to: *District Governor and District Board*
Category: *Non-Exempt*
Status: *Part Time*

Introduction

The District Meeting Manager is responsible for overseeing the planning and execution of events for the PA Kiwanis District and all Pennsylvania Service Leadership programs. The position will work with a volunteer District Convention team and on-site professionals to coordinate everything from contracts, guest accommodations to event schedules, entertainment, and catering. This position is not responsible for the programming at the events.

The District Meeting Manager must be able to manage multiple tasks at once while managing volunteer team, venue personnel and any staff effectively. They may also need to deal directly with vendors or speakers on a regular basis to ensure that all parties involved are satisfied with the service being provided. This position will have signing authorization for venues as approved by the District Board of Trustees.

The District Meeting Manager shall be appointed annually by the Governor with the approval of the Board of Trustees. This is a stipend or contract position as approved annually by the Board of Trustees. The position is not a member of the Board of Trustees.

Experience Seeking:

- Bachelor's degree in Business Management, Hospitality Management or related field.
- The Certified Meeting Professional (CMP) certification is a plus.
- Minimum of 2 years professional work experience in event management
- Management experience of external event staff, volunteers, and guests.
- Experience with Microsoft Office suite, e-mail, and collaboration tools including Canva and Adobe Acrobat is a plus.
- Strong leadership skills.
- Exceptional customer relationship skills.
- Highly organized with the ability to meet multiple concurrent deadlines with multiple stakeholders.
- High level of initiative.
- Creative problem-solving skills, detail oriented, works independently and organized
- Excellent communication skills, both verbal and written.
- Flexibility in schedule.
- Ability to travel 50% of the time for site inspections and meeting execution,



Key Annual Pennsylvania District Events (General Timefram)

- PA Kiwanis District Convention (August)
- PA Kiwanis Midyear Conference (February / March), if in person
- PA Key Club Convention (Late March / Early April)
- PA Circle K Fall Interpack (November) (Contracting and budgeting only)
- PA Circle K Convention (Late March / Early April)
- PA Aktion Club Convention (August) (Contracting and budgeting only)
- Trustee and Lt. Governor Annual Training (June/July) (Contracting and budgeting only)

Duties

- 1) Manage the general logistics of all District events as reviewed and approved by the Board of Trustees, **except for those listed as contract only.**
- 2) Responsible for making recommendations, sending Request for Proposals to venues
- 3) Fiduciary responsibilities including the following for all District approved events:
 - Handling contract negotiations for all venues
 - Ability to identify risk and define mitigation measures for all contracts to avoid any attrition to the District
 - Overseeing the development of event budgets and financial projections for annual events in coordination with the District Treasurer
 - Coordinate and management payments to all vendors including printing vendor for the PA Kiwanis District Convention program book.
 - Signing Authorization for contracts as approved by the Board of Trustees
- 4) Manage and assist in developing the scripts for key general sessions at the PA Kiwanis District Convention with approval of the volunteer convention committee.
- 5) Required to be on-site at annual Conventions for the convention entirety listed, except for PA Circle K Interpack, Aktion Club Convention, Trustee & Lt. Governor Annual Training.
- 6) **Prepare and deliver** report summary reports that include final budget numbers no more than 30 **days after event** has completed to the Governor and the District Board.
- 7) Coordinating with the facilities staff to ensure that the setup for each event meets the requirements of the event and adheres to contractual requirements.
- 8) Provide high quality customer service to attendees.
- 9) Ensuring that all activities take place on schedule so that the event runs smoothly.
- 10) Maintaining relationships with vendors who provide services for the event such as catering and entertainment.
- 11) Managing all food, beverage, and audiovisual needs for the event, including ordering supplies (including awards, certificates, pins) and other approved materials that are required for a successful event.

Commented [Z1]: Need to update the bylaws to match the policy code on 30 days vs 10 days.



Title: District Meeting Manager
Reports to: District Governor and District Board
Category: Non-Exempt
Status: Part Time

Introduction

The District Meeting Manager is responsible for overseeing the planning and execution of events for the PA Kiwanis District and all Pennsylvania Service Leadership programs. The position will work with a volunteer District Convention team and on-site professionals to coordinate everything from contracts, guest accommodations to event schedules, entertainment, and catering. This position is not responsible for the programming at the events.

The District Meeting Manager must be able to manage multiple tasks at once while managing volunteer team, venue personnel and any staff effectively. They may also need to deal directly with vendors or speakers on a regular basis to ensure that all parties involved are satisfied with the service being provided. ~~This position will have signing authorization for venues as approved by the District Board of Trustees.~~

The District Meeting Manager shall be appointed annually by the Governor with the approval of the Board of Trustees. This is a stipend or contract position as approved annually by the Board of Trustees. The position is not a member of the Board of Trustees.

Experience Seeking:

- Bachelor's degree in Business Management, Hospitality Management or related field. ~~(Is Preferred)~~
- The Certified Meeting Professional (CMP) certification is a plus.
- Minimum of 2 years professional work experience in event management
- Management experience of external event staff, volunteers, and guests.
- Experience with Microsoft Office suite, e-mail, and collaboration tools including Canva and Adobe Acrobat is a plus.
- Strong leadership skills.
- Exceptional customer relationship skills.
- Highly organized with the ability to meet multiple concurrent deadlines with multiple stakeholders.
- High level of initiative.
- Creative problem-solving skills, detail oriented, works independently and organized
- Excellent communication skills, both verbal and written.
- Flexibility in schedule.
- Ability to travel for site inspections and meeting execution.



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Key Annual Pennsylvania District Events (General Timeframe)

- PA Kiwanis District Convention (August)
- PA Kiwanis Midyear Conference (February / March), if in person
- PA Key Club Convention (Late March / Early April)
- [PA Key Leader Convention \(Late April\) \(Contracting and budgeting only\)](#)
- PA Circle K Fall Interpack (November) *(Contracting and budgeting only)*
- PA Circle K Convention (Late March / Early April)
- PA Aktion Club Convention (August) *(Contracting and budgeting only)*
- Trustee and Lt. Governor Annual Training (June/July) *(Contracting and budgeting only)*

Duties

- 1) Manage the general logistics of all District events, [including District Key Club and Circle K quarterly meetings](#), as reviewed and approved by the Board of Trustees, except for those listed as contract only.
- 2) Responsible for making recommendations, sending Request for Proposals to venues
- 3) Fiduciary responsibilities including the following for all District approved events:
 - Handling contract negotiations for all venues and present to board for approval and District Secretary for signature.
 - Ability to identify risk and define mitigation measures for all contracts to avoid any [attrition-exposure](#) to the District
 - Overseeing the development of event budgets and financial projections for annual events in coordination with the District Treasurer
 - Coordinate and management payments to all vendors including printing vendor for the PA Kiwanis District Convention program book, which is developed by the host committee.
- 4) Manage and assist in developing the scripts for key general sessions at the PA Kiwanis District Convention with approval of the volunteer convention committee.
- 5) Required to be on-site at annual Conventions for the convention entirety listed, except for PA Circle K Interpack, Aktion Club Convention, Trustee & Lt. Governor Annual Training.
- 6) Prepare and deliver report summary reports that include final budget numbers no more than 30 days after event has completed to the Governor and the District Board.
- 7) Coordinating with the facilities staff to ensure that the setup for each event meets the requirements of the event and adheres to contractual requirements.
- 8) Provide high quality customer service to attendees.
- 9) Ensuring that all activities take place on schedule so that the event runs smoothly.



- 10) Maintaining relationships with vendors who provide services for the event such as catering and entertainment.
- 11) Managing all food, beverage, setups and audiovisual needs for the event, including ordering supplies and other approved materials that are required for a successful event.