

Kiwanis Club of Americus Job Descriptions

Current as of 6 Dec 2024

1. President

- a. Acts as the club Executive Officer
- b. Establish the club's goals for the year
- c. Presides over and sets agenda for the regular and Board of Directors (Board) meetings
- d. Presides over the Annual Meeting (prior to 15 May)
- e. Appoints membership in all committees and subcommittees
- f. Ensure the club is represented at Division and District meetings

2. President Elect

- a. Duties as regularly pertains to the office or as assigned by the President or Board
- b. Fulfills the duties of the President upon his absence
- c. Serve as Program Coordinator
- d. Represents the club at the Kiwanis International Convention

3. Treasurer

- a. Manages and accounts for all club funds
- b. Maintains club financial records and collects dues
- c. Regularly reports financial status and activity to the Board
- d. Make an Annual Report to the members at the Annual Meeting
- e. Ensure the Financial Review Committee is formed annually and holds their review prior to the end of the fiscal year.
- f. Prepares the annual budget for approval by the Board at the first BOD meeting of the fiscal year
- g. Coordinates meal schedule, expenses and quality with food vendor
- h. Advises Board of those members who are no longer "members in good standing"

- i. Arrange flowers or donation upon member death according to club policy
- j. Reimburse members for travel expenses to authorized events according to the club policy
- k. File Form 990 with IRS annually by Feb 15th
- l. Coordinates with the Scholarship Subcommittee the presentation of GSW Foundation awards
- m. Notify BOD when there are sufficient funds for a Hixson Award

4. Secretary

- a. Keeps the membership contact records current
- b. Arrange location, send reminders, and keeps minutes of Board meetings
- c. Files required reports with local, national, and International Kiwanis organizations on time
- d. Publishes a Club Directory
- e. Keeps meeting attendance records and provides Treasurer with Senior Member attendance quarterly.
- f. Make a report to members at the Annual Meeting
- g. Advise the President and submit nomination for club awards
- h. Advises Board of pending training, conventions, and external meetings where the club is expected to participate
- i. Ensure outgoing President is presented a plaque/gift at the end of the year
- j. Arrange for the date, time and location of Board meetings and reminders of the meeting to the Board
- k. Maintain a record and photo of past presidents as well as record of past Board members
- l. Keep a file of any newspaper, memorabilia, or publication which recognizes our club
- m. Keep a record of all Governors Leadership Medallion winners
- n. Coordinate with the Treasurer regarding any approaching anniversary dates for the club or individuals
- o. Purchase membership and officer pins and name tags

5. Past President

- a. Member of the Board
- b. Advise Board regarding past experiences

6. Director (6)

- a. Duties as assigned by the President or Board
- b. Acts as a liaison for one of the 5 Standing Committees with the various subcommittees.
- c. Participates in Board of Directors meetings

7. **Community Service Committee** -organize and operate activities which further the mission of Kiwanis. An assigned Director will report to the Board regularly on the status of the subcommittees activities.

a. Pet Parade Subcommittee

- i. Schedule, market, and coordinate the annual Kiwanis Pet Parade
- ii. Maintain a file of points of contact and lessons learned to pass to the next event chairman
- iii. Solicit volunteers to assist with the event
- iv. Ensure the event is published in local paper and Kiwanis publications in coordination with the PR subcommittee

b. Boy Scout Program Subcommittee

- i. Coordinates with Troop 21 Scoutmaster and Club Treasurer support for the troop, infrastructure and funding
- ii. Maintains a list of members who are willing to serve as merit badge counselors
- iii. Encourage Kiwanians to participate and mentor scouts

c. Reading Subcommittee

- i. Communicates with local elementary school personnel to schedule readers for the school year.
- ii. Coordinate member readers at each scheduled school
- iii. Work with PR subcommittee to have efforts recognized by the public

d. Scholarships Subcommittee

- i. Maintains a record of past recipients of all Kiwanis Scholarships
- ii. Works with the GSW Foundation to determine the financial status of the scholarship fund and communicates this information with the Scholarship Committee and Club Treasurer
- iii. Seek applicants for scholarships
- iv. Chairs the selection committee and notifies the Board of selectees and scholarship amounts.
- v. Notifies winners and ensure they are presented to the club when they receive their award
- vi. Ensure awardees are publicized in the newspaper and Kiwanis newsletters through liaison with the Public Relations Subcommittee

e. School Liaison

- i. Coordinate school fundraisers and joint activities with various schools and other civic organizations

f. Spelling Bee Subcommittee

- i. Coordinate with the local middle schools to participate in the Scripps National Spelling Bee.
- ii. Fund entry fees, purchase awards, provide judges and pronouncers at local competition through the annual budget
- iii. Publish the results in the local news and Kiwanis publications in coordination with the PR subcommittee

8. Club Operations Committee - deal with the annual activities needed for the club to function efficiently. The assigned Director will report regularly to the board the status of sub committee activity.

a. Programs Coordinator

- i. Responsible for coordinating programs at regular meetings
- ii. Periodically advise the BOD of upcoming programs
- iii. Seek advice from the BOD regarding potential program

- iv. Advise Secretary of upcoming programs
- b. Music
 - i. Coordinate the song portion of the regular meeting
 - ii. Recruit singers from the members
 - iii. Coordinate with the pianist for music choices
- c. Social
 - i. Coordinate any social gatherings external to the regular meeting
 - ii. Arrange an annual gathering of members and spouses
- d. Public Relations (PR)
 - i. Ensure any newsworthy events are promptly noted to the public via newspaper, radio, or District newsletter
 - ii. Ensure a photo is taken at presentations, events, etc
- e. Communications
 - i. Ensure Kiwanis Key is published to members regularly
 - ii. Maintain the club social media sites
 - iii. Coordinate with the Secretary to ensure members are receiving club communications
- f. InterClub
 - i. Keeps a record of local clubs in the Division and when and where they meet.
 - ii. Advises the Secretary whenever there is a Interclub event by our member or guest to our club
 - iii. Ensures interclub guests are welcomed
 - iv. Coordinate with Treasurer regarding payment for additional guest meals
 - v. Ensure the Board is aware of the District Governor criteria for interclub Distinguished Club recognition
- g. Key Club
 - i. Serve as the Key Club liaison with the Kiwanis Club
 - ii. Coordinate with the school Key Club faculty advisor
 - iii. Provide financial and sponsor club assistance

- iv. Coordinate periodic Key Club guests attendance and recognition at our regular meetings
 - v. Coordinate invitations to Key Clubs to participate in club event
- h. Set Up Manager
 - i. Maintain and ensure Kiwanis flags, podium, song books, banners, name tag board and bell are set up and returned prior to and after the meeting
 - ii. Maintain the condition, update, and purchase new banners and equipment when needed
 - iii. Circulate game tickets during meeting
 - iv. Maintain possession of the presentation check, flags, aprons, and other club paraphernalia.

Fundraising Committee - organize and operate activities which provide revenue for the club to operate and continue philanthropic efforts. An assigned Director will report regularly to the Board the status of subcommittee activity

- i. Tournaments
 - i. Determine what type of fund raiser if any will be organized.
 - ii. Recruit assistance to organize and hold a fund raising event
 - j. Tree Sales
 - i. Coordinate and advertise the Annual Arbor Day Tree Sale
 - ii. Keeps a record of points of contact for future sales
 - iii. Reports the results of the event to the Treasurer, PR Subcommittee, and Board
 - k. Talent Showcase
 - i. Coordinates with the Division and District Annual Talent Showcase
 - ii. Recruit talented local youth to take advantage of the scholarship
 - iii. Register club entry in the District Talent Showcase

9. **Membership Committee** - responsible for recruiting new members, processing their applications, encouraging attendance and retention. An assigned Director will report regularly to the Board the status of subcommittee activity

a. New member Recruitment

- i. Identify potential members and offer invitations to attend our meetings.
- ii. Maintain copies of new member membership applications available to potential member
- iii. Submit completed membership application forms to the Secretary for consideration at the the next BOD meeting
- iv. At induction, present new members with a welcome packet which has a club directory, lapel pin, membership certificate, new member guide and any other item needed

b. Senior Members

- i. Encourage Senior Member attendance and participation
- ii. Be aware of the senior member requirement
- iii. Maintain a list of current Senior Members
- iv. submit to the BOD requests for Senior Member status with a recommendation for this status
- v. Schedule a Senior Member Day

c. Member Retention

- i. Contact members who have not been attending regular meetings to ascertain the reason for absence.
- ii. Encourage the attendance and participation of members in meetings and events
- iii. Advise the BOD of any member who is having difficulty with participation or should be considered for removal

10. **Leadership Committee** - responsible for encouraging club members to seek positions of leadership in the club. An assigned Director will report regularly to the Board the status of sub-committee activity.

- a. Slate of Officers/Directors
 - i. Approach potential BOD members and submit a slate of officers to the BOD in sufficient time to present the members for approval at the Annual Meeting in May
- b. Elections
 - i. Preside over the election of all new BOD at the Annual Meeting in May according to the Bylaws
 - ii. Coordinate with the Slate of Officers Subcommittee regarding timely notification of the members regarding nominees for office
- c. Hixson Award
 - i. Maintain a list of club Hixson Award winners and dates
 - li. Chairman is senior Hixson recipient
 - lii. propose a Hixson award policy to be approved by the BOD and execute that policy
 - lii. maintain banner with Hixson Awardees names

Financial Review Committee

- c. Appointed by the Board.
- d. Serves for a maximum of three 1 years terms in accordance with the Bylaws
- e. Submit their report to the Board prior to the end of the fiscal year
- f. Recommend any investment or organizational changes to the Treasurer and Board