

# Club Leadership Education

Emily Wageman

Education Committee co-chair

#### **Club Leadership Education**

- Annual training for incoming presidents, secretaries, treasurers & membership chairs (2024-2025)
- For both new and returning officers

#### **District Sponsored CLEs**

Virtual on Zoom Saturday, June 22 – 9-11 a.m. Wednesday, July 24 – 7-9 p.m.

In Person
Presidents CLE
Friday, Aug. 2, Sheraton, West Des Moines, IA

# Division(s) Sponsored In Person CLEs

Divisions 17, 19 & 20 June 8, Council Bluffs, IA

Divisions 3, 4, 5 & 6 July 27, Sheldon, IA

#### In Person CLE Procedure

**District Education Committee** 

- Certifies CLE trainers
- Helps coordinate scheduling of trainers
- Helps publicize CLE dates
- Lt. Governors (with possible assistance of Lt. Governor elect)
- Schedules place, date and time for CLE
- Communicates information with clubs
- Organizes and carries out agenda for training



# District Resources & Support

Lisa Brichacek

District administrator

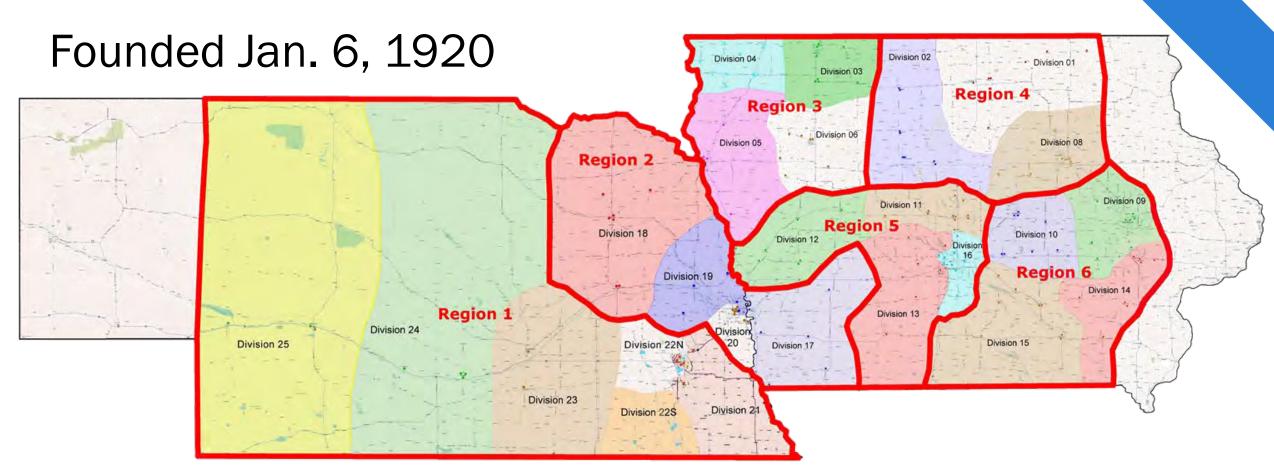




# One!

#### **Your District**

K16 – District ID number



6 Regions & 25 Divisions





#### **Primary: Email**

- Encourage members to provide email address and club secretaries to keep contact info current
- Let new members know subscription comes with membership
- Kiwanis International will send Perk Spot and partner emails
- Urge club officers to stay subscribed to Constant Contact or ask to resubscribe



#### **District Newsletters**



**District News & Announcements** 

Club News





Club Officer News

#### **Other**

- Website <a href="https://k16.site.kiwanis.org/">https://k16.site.kiwanis.org/</a>
- Zoom (available for virtual division council meetings)
- District YouTube Channel: <u>Nebraska-lowa Kiwanis</u>
   <u>District Video</u>
- Facebook: <u>NE-IA Kiwanis District</u>
- Instagram: <u>neiakiwanis</u>



# District & Division Budgets

#### **District Budget**

- Approved annually by District Board at first meeting in October
- Finance Committee meets/reviews budget quarterly
- Line items in budget for both Lt. Governor Elects and Lt. Governors

#### **Division Budget Line Items**

- Lt. Governor Elects conferences, conventions and training
- Background checks (every two years)
- Lt. Governor conferences and conventions
- Lt. Governor Division Work

# Lt. Gov. travel in the district @ 35 cents per mile

- Lt. Gov. Elect Mileage for this weekend's trip
- Mileage for club visits
- Mileage for division council meetings
- Mileage for District Convention and other District sponsored events





#### **Division Budgets**



#### **Division Work**

#### **Examples:**

- Treats or paper copies for division council meetings
- Member certificates
- Meals at a club's meeting (although most clubs will host at no cost to you)
- Officer installation
- Postage
- Small thank you gift



#### **Division Budgets**



#### **Also In Your Budget**

- District Convention
  - registration
  - hotel
- International Convention
  - Reimbursement following convention
  - Lt. Gov. Elect: Up to \$750 (\$3,750 pool)
  - Lt. Gov.: Up to \$1,000 (\$8,000 pool)





#### **Division Budgets**



#### Reimbursement

#### **EXPENSE VOUCHER** Nebraska-lowa Kiwanis District Reason for expense (such as: official visit, organize new club, charter meeting, council meeting, Date expense incurred: Place expense incurred: STATEMENT OF EXPENSES Please attach receipts to support the items listed on this expense voucher, and remember to sign it. Round-trip auto miles to the following (clubs, presentations, training, conventions, ...): Location Date Visited Miles (2-way) Total miles: Airfare to: Hotel, number of days: Meals, number: Tips: Phone/fax/Internet: Copying: Total: 5 Signature: Digital Signature Accepted Date Paid: Check #

https://k16.site.kiwanis.org/

Fillable PDF auto calculates totals



- Submit as expenses they occur
- Receipts for purchases
- Round trip mileage
- Reimbursements are budgeted

NIKiwanisDistrictExpense@gmail.com



# Support







Past Lt. Governors Committee



#### Leadership Team





#### Lisa Brichacek

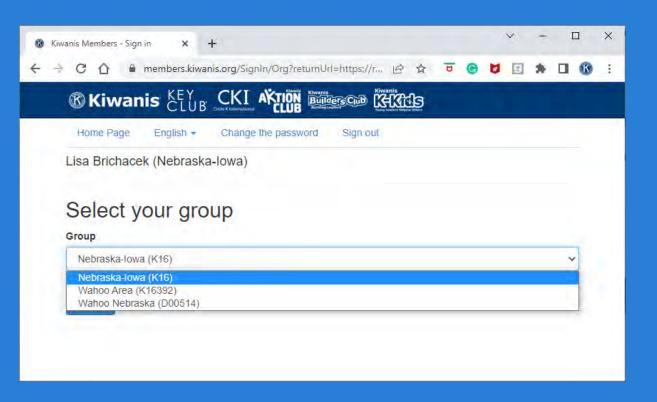
district administrator

1676 N Laurel St Wahoo, NE 68066

402-430-9647 Nikiwanisdistrict@gmail.com

Kids Need Kiwanis!!!





# Online Report Resources



#### **Kiwanis Connect Access**

www.kiwanis.org/members/

#### **District Dashboard**

- Club election
- Club membership & financial information
- Monthly reports
- Interclub activity
- Club meeting location
- Member sponsor report
- Member search



### Online Resources

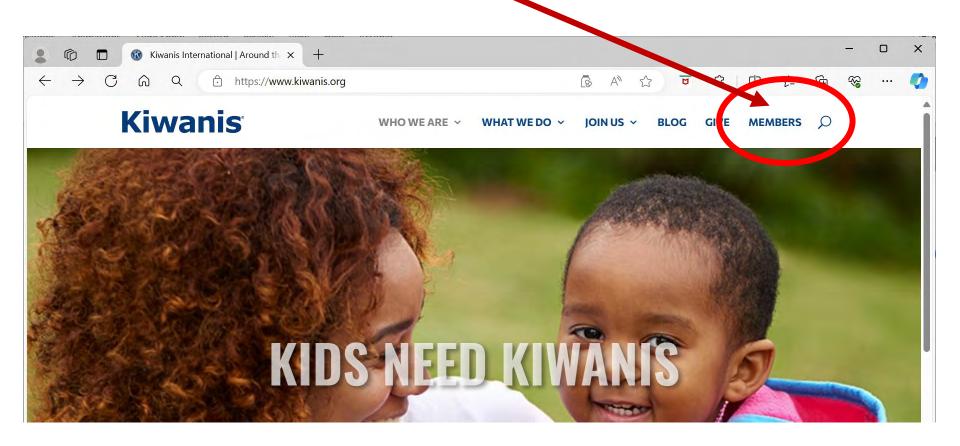
Lisa Brichacek

District administrator



#### **International Website**

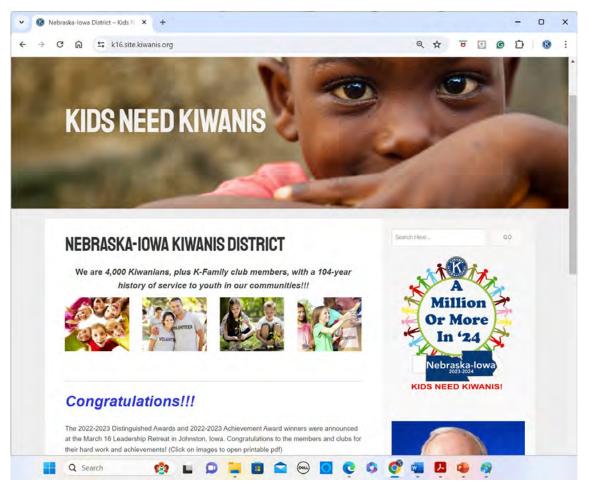
www.kiwanis.org





#### **District Website**

https://k16.site.kiwanis.org/



#### **Training Available**

#### How do I find?

- Be a kid & explore!
- Key links in notebook
- Virtual session this summer
- Ask returning It. govs., dist. admin. & other officers







#### One. Not alone!



# Club Officer Installation

Brad Boyd
Kl area director



- Retiring directors & past president (undressed w/feet inserted): club as a 'blob' running around with no direction
- Retiring president (insert hat): wise counselor for board/club
- New & returning directors (insert hands): club 'do-ers'
- Secretary (insert mouth): club communicator
- <u>Treasurer</u> (insert ears): listening for coins and monies
- President-elect (insert nose & mustache): assist president by sniffing out issues before become problems; catch crumbs of unfinished tasks before hit the floor
- President (insert eyes): vision/direction for board/club



- <u>Directors</u>: "Vision & ideas" (strategic planning; keeping club on track)
- Treasurer: "Absolute financial integrity" (fiduciary responsibility)
- Secretary: "Master of details" (glue holding the club together)
- <u>President-elect</u>: "Learn, build, plan" (*learning role, building relationships & planning for your year*)
- Immediate past president: "One more year" (mentoring)
- President: "Face of Kiwanis" (leader as reflection of club in community)



- President: "Caulk gun" (bonds people together and seals community relevance)
- <u>Vice-President</u>: "Vice grip" (grabs on to a project and not let go until the job is done)
- President-elect: "Small tack hammer" (assists president)
- Secretary: "Swiss Army knife" (handles more club jobs than any other)
- <u>Treasurer</u>: "Pry bar" (leverages club financial needs)
- <u>Directors</u>: "Tape measure" (measures member engagement and community impact)
- Members: "Nail gun" (nails down successful projects and uses electromagnetism to bring in others to join)





- Directors (Almond Joy bar): voice of members; brings joy & enthusiasm
- Secretary (Lifesavers roll): master of details; club lifesaver
- Treasurer (100 Grand bar): meets financial obligations
- Vice president (M&M bag): club membership motivator
- President-elect (Crunch bar): ready in a crunch to assist president

100 GRANI

- Past president (Twix bar): bridge between & betwixt old & new boards
- President (Mounds bar): highest office, with mounds of opportunity to make a mark in the community



### Come October 1st...

...and KI's new administrative year...it all goes back to "Zero!" (A blank slate and huge opportunity!)







# Division Council

Emily Wageman Past It. governor





# Build, Nurture & Retain

Brad Boyd

KI Area Director

### Getting Your Club Ready to Grow

#### **PURPOSE**

Create a plan for acquiring & retaining members—set goals, create actions and metrics

#### **AUDIENCE**

Everyone working together to provide an experience that keeps members engaged & motivates prospects to join

### **FREQUENCY**

An initial membership plan with regular progress updates





# CREATE YOUR CLUB'S MEMBERSHIP PLAN

#### **WORKBOOK TOUR**

https://drive.google.com/file/d/14xDPuHR3ghh GluGCpstsVMPbgSKJ2tpB/view?usp=sharing





### MEMBERSHIP PLAN TOUR

## CREATE YOUR CLUB'S MEMBERSHIP PLAN

**PURPOSE:** To help your Kiwanis club create a plan for acquiring and retaining members — by setting goals, creating actions to achieve those goals and creating metrics for the plan's success.

**AUDIENCE:** All club members working together to provide a club experience that keeps existing members coming back and motivates new members to join.

FREQUENCY: An initial membership plan with regular updates on progress. (Club president and/or membership chair work with club members to create a multi-year plan in which the club commits to one recruitment tactic and evaluates efforts each year.)

#### YOUR CLUB BY THE NUMBERS

Start with your best estimate for each of the following. As time permits and you begin researching and examining your club's data with other club officers/members, input the actual number for each.

|   | Estimate | Actual |
|---|----------|--------|
| Members: Number of members on the roster (whether to include honorary members is your club's choice).   |          |        |
| Added members: Tally of every new member the club has added to the roster in the past five years.   |          |        |
| <b>Deleted members:</b> Tally of every member you delete from the club roster in the past five years.   |          |        |
| Retention rate: Percentage of members who start and complete the year with your club.   |          |        |
| Diversity of members: Percentage of each gender, age ranges, professions, ethnicity, etc.   |          |        |
| Prospective members: Number of guests who visit your club's events to learn more about your club.   |          |        |
| Event participation: Percentage of club members who attended club events (may include service projects, fundraisers, special events and/or regular meetings). |          |        |

#### **EXAMINE YOUR MEMBERSHIP**

| Today 5 years ago 10 years ago  When was the last time your club had net-positive membership growth?       | oday                          | 5 years ago | 4 2 10 10 10 10 10 |
|--|-------------------------------|-------------|--------------------|
| When was the last time your club had net-positive membership growth?                                       |                               | 5 years ago | 10 years ago       |
| Which year(s) did you increase What was the reason or recruiting effort for this increase your membership? | Which year(s) did you increa: |             |                    |

| what are your club's demographics? Ose actual numbers, percentages or analyze each category. |                            |  |  |
|--|----------------------------|--|--|
| Religion   | h                          |  |  |
| Education levels   |                            |  |  |
| Socioeconomic levels   |                            |  |  |
|  | Religion  Education levels |  |  |

Is your club working to make sure its membership base reflects the community's demographics?

| UNRELATED TO CLUB | CLUB INFLUENCE       |
|-------------------|----------------------|
| Health issues.    | Member decision.     |
| Deceased.         | Lack of activity.    |
| Retirement.       | Non-payment of dues. |
| Other reasons.    | Other reasons,       |

| How many members do you anticipate losing this year? | Why? |  |
|--|------|--|
|  |      |  |
|  |      |  |
|  |      |  |

#### **IMPROVE THE EXPERIENCE**

### In-depth look at all your club does...

- Operations
- Service & fundraising
- Community outreach

kiwanis.org/ACEtools



#### **SET GOALS**

### Your plan's intent and outcomes...

- Determine quantitative goal
- Examine your club's qualitative objective



#### **ACHIEVE GOALS**

### Without a plan, your goal is a dream...

- Determine best recruiting style & tactic(s)
- Assess necessary club improvement
- Create an accountability plan
- Develop operational steps to achieve goal
- Define how to measure progress



#### **MEMBERSHIP OPPORTUNITIES**

### Capitalize on occasions and flexibility...

- Community opportunities
- Service projects & fundraisers
- Two For Two, club boosts or open houses
- Reconnecting former members
- Corporate membership
- Satellite membership



#### **RECOGNIZE MEMBERS**

### Recognition is the greatest motivator...

- Recognize members with the Ruby K award for sponsoring new members
- Simple order form
- It's free!

kiwanis.org/RubyKaward



#### **ENHANCE CLUB OPERATIONS**

### Great plans need great leaders...

- Do you have a membership chair?
- Has the membership chair attended training?
- Do you have a membership committee?
- Have committee members attended training?
- Does your club board meet monthly to discuss membership growth strategies?



### Getting Your Club Ready to Grow

### END EVERY CLUB MEETING & SERVICE PROJECT, ASKING...

"Who's bringing guests to our next service project or club meeting?"

### **ROI (RETURN ON INVESTMENT)...OUR PAYCHECK?**

Ripples of Impact!

#### **OUR MOTTO: "SERVING THE CHILDREN OF THE WORLD"**

Far more...we are shaping and nurturing future generations of leaders!



### Getting Your Club Ready to Grow

#### "JOINING" VS. "BELONGING"

Joining is what a member does. Belonging, how a member feels.

Joining is a transaction. Belonging is an experience.

Joining is rational. Belonging is emotional.

Joining is episodic. Belonging lasts longer...perhaps forever!

#### DON'T ASK ANYONE TO "JOIN" YOUR CLUB...PROVIDE THREE OPPORTUNITIES

Learn more about your community

Make an immediate impact

Leave a legacy for future generations





### **Strategic Doing**

### **Set Your Goals**

### And make your punch lists

What SHOULD we do?

All of the tasks and responsibilities we have learned about this weekend!

What CAN we do?

Define our priorities and set our goals for when life happens and we can't get to everything

What WILL we do?

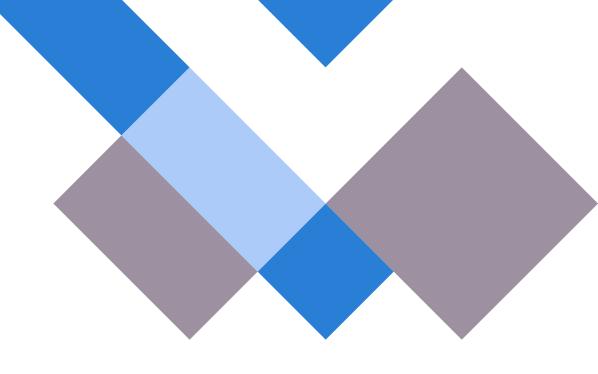
Determine which tasks and responsibilities we <u>WILL</u> accomplish

These are the punch lists for what must get done so we <u>WILL</u> make that difference!!!

### **ONE** for the road







## Make A Difference!