



Kiwanis®

DIVISION ALL-IN

May 1, 2026

Division Council Meeting Agenda

Carrollton Inn, Carroll, IA

6 p.m.

Zoom link: (paste link here)

Welcome by Lt. Governor

Roll Call of Clubs:

Introduction & Comments from Region and District Leaders

Announcements

District Service Project Grant - \$250 Grants Available; Applications Due May 1

Club Election Reports Due June 1

Club Leadership Education Schedule

Regional Meetings

District Convention Aug. 7 & 8, Mid America Center, Council Bluffs

Service Project & Sponsor Opportunities

House of Delegate: Amendment, Resolution & Officer Elections

Convention Awards Due July 1

Reports

Service Leadership Programs

District Foundation & Kiwanis Children's Fund - *Has your club made its annual gifts yet?*

Business

Lt. Governor Election

Division Service Project

Governor's Visit

Club Shares - What's going on in your club?

Other Items of Interest

Next Division Council Meeting – date, virtual or in person



21 TOPICS TO SPICE UP YOUR DIVISION COUNCIL MEETINGS

1. Ask attendees to share approaches and ideas for getting members to invite more guests to participate in service projects and check out club meetings (After all, a club meeting (or service project) without a guest is a failure!)
2. Convene a panel discussion featuring a school superintendent, principal, guidance counselor, teacher, PTA president, school board member and student from area schools to discuss the state of education
3. Ask a representative from each club to share an overview of their signature service project
4. Invite new members from all clubs to attend a division social mixer so they can meet other new members from other clubs
5. Towards the end of the school year, invite the faculty advisor from each SLP to share thoughts regarding their experience
6. Invite a representative from every SLP to share an overview of their favorite service project
7. Ask a few representative club presidents to be part of a panel discussion regarding diversity awareness (how do clubs attract more diverse members including gender-identity, cultural background, gender balance, occupation and sexual orientation)
8. Host a panel discussion with club leaders sharing thoughts on how they deal with multi-generational membership and ideas for intergenerational service projects
9. Invite a few Key Clubbers and CKI members to host a session on how to utilize social media
10. Develop corporate partners in our local communities
11. Ask attendees to share methods they have utilized to get sponsorships in support of local events (such as researching school websites to see which companies are athletic boosters)
12. Invite club membership committee chairs to share approaches and ideas for membership drives
13. Host a group discussion sharing ideas for incorporating more "fun" into club meetings (Fun-expected meetings are best!)
14. Host a "focus on fundraising" session featuring a member of your district foundation board and a couple of people from local clubs who have held successful fundraising events
15. Invite a representative from each club to share their "Kiwanis elevator speech"
16. Ask attendees to share insights on how they talk about Kiwanis membership in their business setting
17. Invite all club board members to brainstorm ways to build a leadership pipeline in the division
18. Host a session to discuss ways our Kiwanis clubs may take the lead in community anti-bullying efforts
19. Invite club leaders to discuss Kiwanis protocol and rituals, including tips on how to run effective board meetings
20. Host a planning meeting to discuss how to host a Kiwanis One Day + One event in a central location where members from all clubs can invite like-minded friends to help us with a weekend service project and then ask them to join the following week
21. Ask attendees to discuss ways we can encourage more members to attend division council meetings, as well as district and international conventions

Compiled by Brad Boyd, Central USA Area Director, Kiwanis International



Installation of club board members and officers

Arrangements worksheet

This worksheet is designed to help you assign tasks for this event to be conducted at the end of September or the beginning of October. While the club president is responsible for the installation of club board members and officers, it's common for a guest of honor—such as the lieutenant governor—to preside over the ceremony.

PERSON RESPONSIBLE

PRELIMINARY ORGANIZATION

- Plan the budget.
- Arrange the date with your lieutenant governor.
- Select and contract the site.
- Arrange the meal and the entertainment.
- Order the pins and awards.

PROGRAMS

- Design the program.
- Determine the quantity and place your order.
- Take the programs to your event site.
- Distribute the programs.

PARTICIPANTS

- Prepare the list of honored guests.
- Prepare the list of outgoing and incoming officers and directors with a pronunciation guide for the installing officer.
- Invite spouses and other special guests, including presidents and faculty advisor(s) of CKI, Key Club, Builders Club, K-Kids or Aktion Club.
- Confirm attendance and make reservations for expected attendees.

Installation of club board members and officers

PERSON RESPONSIBLE

SEATING ARRANGEMENTS

- Follow club tradition to determine seating. Generally, a head table includes the incoming and retiring presidents, the lieutenant governor (or other installing officers), the master of ceremonies and speakers (if any). If spouses are invited, the spouses of these participants also are seated at the head table.
- Use place cards for honored guests.
- Fill out and arrange nametags on the head table.

DECORATIONS

- Order centerpieces for tables.
- Pick up and arrange the decorations.

Sample agenda

OPENING ACTIVITY

WELCOME

INTRODUCTION OF HEAD TABLE

INTRODUCTION OF OTHER GUESTS

INTRODUCTION OF ENTERTAINMENT

SPECIAL PRESENTATIONS

Recognition of outgoing directors and officers

Recognition of immediate past president

Achievement awards and recognition

INSTALLATION

Suggested order of installations:

- New directors
- Vice president(s)
- Treasurer
- Secretary
- President-elect
- Immediate past president
- President

ACKNOWLEDGMENTS

CLOSING

ADJOURNMENT

Installation of club board members and officers

Suggested scripts

Recognize outgoing directors and officers who will not be holding another office in the new year. Here's how the presentation would flow. The installing officer asks the outgoing officers and board members to stand. Then the installing officer thanks each outgoing leader for his or her contributions in the past year. Finally, the installing officer asks the membership to recognize the leaders with applause.

Now, it's time to introduce the new officers. Here are suggested scripts for each position. Please note that if the installing officer is a member of the club, you'll want to replace "your" with "our" in the scripts.

Directors

Ask the new directors to come forward as their names are announced.

"The board of directors of a club is composed of you, the elected directors and the officers. The board of directors handles most of the business of the club—an important responsibility. You'll set strategic direction, implement club policies, approve the club's budget, support committee activities and oversee the administrative tasks of the club. I know you will accept these responsibilities with a desire to see that this club has the best year ever. Thank you for stepping up to play this important role. It's my pleasure to formally install each of you as a director of this club."

Secretary

Ask the new secretary to come forward as his/her name is announced.

"In Kiwanis, the club secretary is the master of details. Your role in handling club affairs—the details of the club and board meetings, the reports, correspondence and records—is essential for the club to run smoothly. Thank you for taking on this important role. I formally install you as secretary of this club."

Treasurer

Ask the new treasurer to come forward as his/her name is announced.

"As treasurer, you have been elected to an office that demands absolute integrity and financial and accounting skills. It is your role to deposit and disperse the funds of the club upon the direction of the board of directors. You'll also report on the club's finances at each board meeting. Thank you for stepping into this significant role. I formally install you as treasurer of this club."

Vice president

Ask the vice president to come forward as his/her name is announced.

"As an officer of the club, you contribute your vision and ideas to your club's leadership team. In the absence of the president, you shall preside at club meetings and board of directors meetings. I formally install you as vice president of this club."

(If the club has more than one vice president, these remarks must be adjusted accordingly.)

President-elect

Ask the president-elect to come forward as his/her name is announced.

“You have been selected to lead your club during the following year. As you serve on the board this year, take advantage of opportunities to learn about the president’s role, build relationships and plan for your year as president. Thank you for your leadership and dedication. I hereby formally install you as president-elect of this club.”

Immediate past president

Ask the immediate past president to come forward as his/her name is announced.

“Your club benefits from the immediate past president continuing for one more year as a member of the board of directors. Your experience as club president this past year will empower you to be an essential mentor and colleague for your successor and a valued advisor on the business of the club. It’s my pleasure to present to you your past president’s pin, and by so doing, to charge you with sharing your wisdom and lending a hand as you remain a member of the board for one more year. Congratulations to you on your excellent work and dedicated service this past year. We thank you for your continued dedication to your club.”

President

Ask the president to come forward as his/her name is announced.

“You have been elected to the highest office your club can bestow upon you. It is an office of great honor—and great responsibilities. The success of your club in this new year will depend upon your leadership at club and board meetings and as you counsel and inspire your club’s committees. In our community, you’ll be the face of Kiwanis and your club. Guided by your club’s vision, you and your board will set goals for improving your members’ club experience and increasing the impact of your club’s service in the community. Thank you for dedicating yourself to this leadership position. I hereby formally install you as president of this club, and I sincerely hope that your administrative year will exceed your expectations.”

CONCLUSION

“I congratulate your club on the excellent board directors and officers installed on this day, and wish for them and your club a most successful year. Thanks to each and every one of you for stepping into your leadership roles. And thanks to the club members for your support of these leaders. I can assure you of the complete cooperation and assistance of the division, district and Kiwanis International officers and committee chairmen.”

NOTE: On some occasions, time simply will not permit more than a very brief installation ceremony. In such cases, modify the program to fit your situation.

Club Officer Installation – A few more tips and ideas

The suggested script is offered to help you provide a good experience for both you and the club members. You may follow it to the letter, or you may come up with your own script. Just be sure the installation is meaningful and with purpose aimed at Kiwanis service.

Each club has its own traditions when it comes to installations. Be sure you ask the club president or secretary in advance what traditions they may have so you can be prepared.

There is nothing saying you can't have fun with an installation. Kiwanis Area Director Brad Boyd has several suggestions to make it fun and his ideas can be found on the Lt. Governor Page on the District Website.

Connect the governor's theme with the installation. For example, Gov. Elect Tim's theme for 2026-2027 is "All-In for Kiwanis." You could use a deck of cards or poker chips as part of your "All-In" installation.

Or, make it unique and personal. Do you have a hobby or specialty that you could share as part of the installation? For example, you like to fish so you bring a tackle box and share how each item in the tackle box (like each office in a club) has a purpose and meaning. If you like to bake cakes, the same could be shared for the bowl (the community), the ingredients (the club's membership) and the various tools used to mix up the cake (officers and directors). Of course, the icing on the cake is the service for the kids!

Clubs may not always know who to reach out to schedule their installations. If you have not heard from one of your clubs by mid-September, contact the president or secretary. Let them know you are there and ready to support them.

District Sponsored Club Leadership Education

CLE is an annual requirement for club presidents, secretaries, treasurers and membership chairs. Any member seeking more information about Kiwanis and leadership roles is also invited to attend. Attendance counts toward district and international awards and also gives the club leaders updates on important topics

The District will be hosting virtual CLEs:

Saturday, June 13, 9 a.m. (Central Time)

Tuesday, July 14, 7 p.m. (Central Time)

Thursday, July 30, 7 p.m. (Central Time)

Tuesday, Aug. 25, 7 p.m. (Central Time)

In Person CLE for presidents & secretaries:

Friday, Aug. 7, Council Bluffs, Afternoon time TBD

The Nebraska-Iowa District is looking for leaders to help with Club Leadership Education. If you are interested in applying to be a trainer, find the application form here:

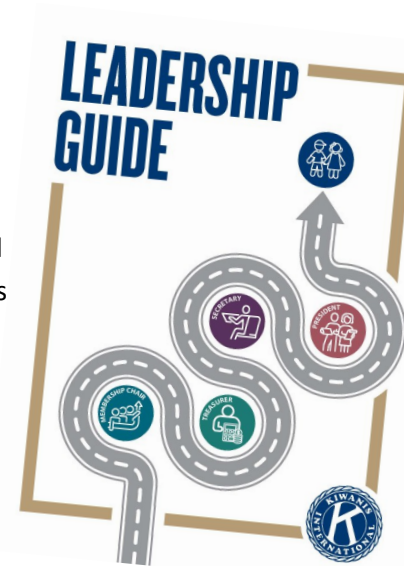
k16.site.kiwanis.org/club-education-trainer-application/

For more information, contact District Education Chair Emily Wageman, ewage89@gmail.com



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NEBRASKA-IOWA DISTRICT



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source for
leaders
at all levels.

kiwanis.org/members/for-leaders/

Be sure to check the district
website for more info too!

k16.site.kiwanis.org

[> resources > education](#)

Could your division (or region) do
an in-person CLE this year?

Lt. Governor(s) & Lt. Governor

Elect(s) Responsibilities:

- set the date
- find place for a group meeting, plus breakouts for each office
- provide refreshments (optional)
- promote CLE to clubs

District Responsibilities:

- find CLE trainers
- help promote CLE



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NEBRASKA-IOWA DISTRICT

GOVERNOR'S OFFICIAL VISIT

PURPOSE

- ❖ A division-wide visit with the Governor, hosted by the Lt. Governor and clubs in the division
- ❖ An opportunity for the Governor to connect and provide support to club members and leaders in the division

ATTENDANCE

- ❖ All Kiwanians in the division are invited to attend. Encourage an inter-club from each club.
- ❖ Club and division leaders traditionally attend a division council meeting prior to the event

PLANNING

- ❖ Governor's visits are varied. Some are dinner events and some are service projects. Ask the Governor if he/she has a preference. Remember this is an opportunity for the Governor to connect with the clubs/members in your division.
- ❖ First establish a date with the Governor and determine if his/her spouse will attend. Do they need a hotel reservation? Are there other club visits while in your division?