

CLUB LEADERSHIP EDUCATION

Committee chairman



A workbook for Kiwanis
club committee chairmen



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TABLE OF CONTENTS

Getting started.....	4
Job description	5
Your club's committees.....	5
Your role	6
Meetings	8
Budget needs	10
Communications plan.....	11
Goal setting.....	12
Building an effective team.....	14
Committee member recruitment	14
The art of delegating	15
Steps for handling conflict	15
Personality styles	16
Recognition.....	18
Wrapping it up	19
Where to find more help	19
Events to remember	20

Dear participant:

Thank you for being a leader—and for participating in club committee chairman education.

Each Kiwanis club forms committees, and for the most part, this is where the actual work takes place: Committees plan fundraising events, recruit and educate new members and develop service projects. We know that members who are involved in the work of a club committee stay involved with the club because they feel connected. As a committee chairman, you play a key role in connecting new and seasoned members to the work your club does in your community and beyond.

That's why your position—and your education session—is so important. And that's why you're here today. The information you receive during this session will help ensure your success as you begin your new role.



Getting started

Our objective is very simple: to prepare you to effectively manage the tasks, resources and members of your club committee.

In order to accomplish this, we'll cover these topics:

- Job description specifics
- Administrative basics
- Goal setting
- Team building

How will you know if we've been successful? If, at the end of next year, you've had a productive year as the chairman of your committee, then we've met the objective of this session. You'll measure *your* success based on the goals you and the club president set at the beginning of this year. You'll see which areas are complete and which areas need continued work. Each committee will have a different measurement of success based on its mission.

What are your expectations for today?

Job description

Your club's committees

Each club has a list of standing committees within its bylaws, and many clubs have continued to add committees for different functions, such as support for specific fundraisers and service activities.

Your standing committees likely include:

Financial review*

Membership

- Growth

- Retention

- Education

- Public relations

Programs

- Club meetings

- Special events

Service and fundraising

- Community services

- Service Leadership Programs

- Kiwanis International global campaign for children

These topics can be divided into separate committees or even subcommittees depending on your club preference.

What other committees does your club have? _____

**The only committee required by the Kiwanis International Standard Form for Club Bylaws is an annual financial review committee, unless the club hires a qualified accounting firm to conduct its annual financial examination.*

Your role

While there are some standard responsibilities that fall under *every* committee chairman's job description, you'll want to meet with your club president-designate* to establish specific goals and expectations for *your* committee. Together, consider these questions.

- What's my role as committee chairman?
- Is a written job description available?
- What details are included in the club bylaws or policies and procedures?
- What are the committee's long-range and annual goals?
- How can I help committee members do their jobs?
- What resources are available to me?

The outgoing committee chairman may also be a great resource for you. Plan to meet and discuss current year goals and duties that may be specific to your club.

**President-designate refers to the club member who has been elected club president but has not yet taken office.*

TASK LIST: PRIOR TO YEAR OF SERVICE

- Review the information and notes you've taken in this session.
- Become familiar with your club's bylaws and policies and procedures.
- Schedule a meeting of your committee sometime in August.
- Select the members of your committee.
- Create subcommittees if needed.
- Develop a committee budget (get board approval if necessary).
- Develop a communications plan for the year.
- Determine if the current committee has unfinished goals or commitments your committee is expected to complete.
- Review and establish long-range and annual goals with the president-designate.
- Develop an action plan based on goals.

TASK LIST: ONGOING

- Plan and conduct regular committee meetings and activities.
- Manage your committee's budget.
- Work with other committees in your club.
- Monitor progress toward your committee goals.
- Write and submit monthly reports to the president and secretary.
- Attend club board meetings and be prepared to report on committee plans and achievements.

Meetings

AUGUST ORGANIZATIONAL MEETING

Schedule an initial meeting of your committee in August. Here are some items for your agenda.

Committee responsibilities

- Introduce committee members to areas of responsibility, procedures and the schedule for the coming year.
- Review information you've received from the president-designate, such as a committee description.
- Determine what funds the committee needs in the forthcoming club budget.

Current committee projects

- Review the activities and achievements of the committee during the past year.
- Seek suggestions for possible future activities of the committee.

Committee goals

- Establish specific goals based on communications from the president-designate.
- Address ongoing commitments and goals from the past year.

Next steps

- Complete a community analysis, increasing club awareness of community needs and opportunities. (Service committees)
- Plan specific activities to be initiated in October.
- Develop, prior to October 1, a tentative 12-month plan of action.

MONTHLY MEETINGS

Your committee will likely convene monthly. Here are some items to touch on in each month's agenda.

- Share communications received.
- Review and evaluate achievements since the last meeting.
- Determine activities for the coming month.
- Assign responsibilities to committee members: who, when, where.
- Review and refine plans for the remaining months of the administrative year.

Tip: The chairman doesn't need to direct every activity; any member can serve as a project leader.

Budget needs

During your August organizational meeting, work with your committee to determine what funds your committee will need to achieve its goals. Use your club treasurer as a resource when preparing your committee's budget proposal.

	BUDGETED AMOUNT
Income	
<i>Totals:</i>	

Expenses	
	()
	()
	()
	()
	()
<i>Totals:</i>	()

Income total	
Expenses total	()
Net	

Plan a net operating budget so your club treasurer can determine how your committee's figures will impact the club's figures.

Communications plan

GOALS OF A COMMUNICATIONS PLAN

- To ensure clear, regular communications between committees, club members and leaders.
- To share club updates with Kiwanis divisions and districts.
- To promote club events in the local community.

THE PLAN IN ACTION

Here's a suggested communications plan for your committee. It addresses the types of messages you'll want to share with each audience, what channels to use and how often to send out updates. Use this example to develop your own basic plan, then get more detailed. Assign calendar dates and the person responsible for each communication task.

Audience	What to communicate	How to share it	Frequency
Within your committee	Progress on projects New projects	Email Phone	Monthly meetings Weekly emails or calls
To club members	News Promotions	Email newsletter Website Social media	Weekly
To club leaders	Progress on projects Requests/needs	Email reports to club president and secretary	Monthly
To division and district	News Promotions Requests for advice	Email reports to lieutenant governor or governor	Quarterly or as needed
To your community	News Promotions	Through the PR committee channels	As needed, based on events

Goal setting

SMART GOALS

Do you want to work hard or do you want to work SMART? SMART is an acronym that stands for **S**pecific, **M**easurable, **A**ction oriented, **R**ealistic, **T**ime bound.

Specific: What exactly does your committee want to achieve? Answer the questions *which, what, who, where, when* or *why*.

Measurable: Tracking progress keeps people motivated. Address *how much* or *how many*.

Action oriented: Describe a result.

Realistic: Make the objective challenging but also achievable and relevant to your club. It's OK to be optimistic. As the committee develops strategies to achieve your goals, you'll be amazed what you can do.

Time bound: Include a time limit. Deadlines inspire action.

Here's a good example of a SMART goal.

Increase the number of service hours provided to the community by 10 percent by September 30, 2014.

Specific: 10 percent increase

Measureable: October 1, 2013, service hours compared to September 30, 2014, service hours

Action oriented: Identify the action steps needed to complete each goal. (Select a service chairman, organize service projects, encourage all members to participate in the service activities, and recruit more members to contribute to more service.)

Realistic: An increase of 10 percent of service hours is within reach and the club members can believe in this attainable goal.

Time bound: Completion date is set for September 30, 2014.

What is a SMART goal you would like to achieve?

Goal: _____

Specific: _____

Measurable: _____

Action oriented: _____

Realistic: _____

Time bound: _____

Tip: Best practices tell us to focus on no more than three goals.

Building an effective team

Committee member recruitment

When selecting committee members, consider these traits.

- Professional experience related to your specific committee topic
- Knowledge of Kiwanis or your community
- Past committee involvement/past leadership opportunities
- An expressed interest in a particular committee

With committee members in place, start preparing them for the year ahead.

- Pair new club members on your committee with experienced club members.
- Encourage idea sharing among committee members.
- Share resources available to your committee.
- Give members the opportunity to take on leadership roles within the committee.

Tip: Have your committee assembled before the first organizational committee meeting in August.

The art of delegating

Here are some tips for delegating tasks or responsibilities.

- Have a clear idea of the task you're delegating and share helpful details.
- Explain why you're delegating the task and give an end goal.
- Grant the committee member access to helpful resources.
- Set clear deadlines and have regular check-in points to answer questions.
- Provide meaningful feedback on the execution of the task, once complete.
- Provide recognition in a timely and appropriate manner—praise a job well done in public but offer criticism, if you must, only in private.

Steps for handling conflict

Here are some easy steps to follow when handling conflict.

- **Express the issue.** Clarify the conflict and let all sides express their positions. Summarize by defining the problem in a way that includes all perspectives and blames no one.
- **Explore the underlying concerns.** Focus on specifics, not generalities. Summarize each party's concerns, as a bridge to finding solutions.
- **Determine a solution that works for all.** Create solution options by adding modifications or making compromises to a party's original position. Summarize the plan, to be certain everyone leaves with the same understanding. Ask: Is there anything that feels unfinished?

Personality styles

Every person is unique. It will help to understand the behaviors and perceptions of these different personality types when you're facilitating group interactions.

<p>Personality 1: Driver</p> <ul style="list-style-type: none">• Common traits: powerful, results-oriented, controlling, aggressive.• They may control people by using anger.• Their biggest fear is a lack of control.• They can appear militant.	<p>Personality 2: Charmer</p> <ul style="list-style-type: none">• Common traits: fun, extroverted, popular, talkative.• They may control people by using charm.• Their biggest fear is that people won't like them.• They can appear unorganized.
<p>Personality 4: Perfectionist</p> <ul style="list-style-type: none">• Common traits: analytical, thoughtful, thorough, moody.• They may control people by their mood.• Their biggest fear is criticism.• They will take the information you share and add to it.	<p>Personality 3: Ally</p> <ul style="list-style-type: none">• Common traits: peaceful, dependable, friendly, loyal.• They may control people by ignoring them.• Their biggest fear is change.• They can appear to be inflexible.

What personality style are you? _____

How do these personality styles translate to committee work? We all know people of certain personality types who we find easier to work with than others. With that in mind, as a committee chairman, you'll want to consider the combination of personalities before assigning group tasks.

If you have two Charmers working on a project, what happens? Who does the work?

If you have two Drivers working on a project, what happens? Who gets to be the boss?

If you have a Charmer and a Perfectionist working together, what happens? _____

Recognition

A well-deserved pat on the back goes a long way to secure the success of your committee. Committee members know they're appreciated and are willing to do more when someone recognizes their contributions. As you choose a way to recognize your committee members, consider their personalities. Some members aren't comfortable being singled out in a public setting, but would love a handwritten thank-you note.

Here are some fun ideas for recognizing members:

- Give verbal praise, both public and private.
- Plan social get-togethers.
- Smile and say thank you as often as possible.
- Give candy and treats with notes attached.
 - Tootsie Roll—for “the role you play”
 - Lifesavers—for “being a lifesaver”
 - Smarties—for “being a smartie”
 - Mints—for “meeting your commit-mints”
 - \$100,000 candy bars—for “being worth a \$100,000”
 - M&M's—for being “marvelous & motivated”
 - Lollipop—for “licking every challenge”
 - Raisins—for “raisin' the bar”
 - Fortune cookies—for “how fortunate we are to have you”
 - Gum—for “sticking to it”

Tip: For more information, check out the Member recognition chapter of the Membership Development Manual online at www.KiwanisOne.org/membership.

Your ability to motivate and retain members depends on how well you:

1. Praise and recognize members' talents and hard work
2. Reward members' contributions to the organization
3. Show members that they're truly wanted and appreciated

Wrapping it up

Where to find more help

You'll find a comprehensive list of resources, sorted by committee focus, at KiwanisOne.org/leadertools. Look to members of your club as well: longtime members of your committee, the current committee chairman and your district leadership. The team at Kiwanis International can help too—they're just a phone call or email away.

memberservices@kiwanis.org

U.S. & Canada: 1-800-KIWANIS, ext. 411

Worldwide: +1-317-875-8755

Tip: For a full list of resources sorted by committee, go to www.KiwanisOne.org/leadertools.

Events to remember

Kiwanis district conventions

- Member education opportunities
- Fellowship
- House of delegates
- Awards and recognition
- District elections

Kiwanis International convention

- Member education opportunities
- Fellowship
- House of Delegates
- Awards and recognition
- International elections

Kiwanis International convention schedule

- 2013: June 26–30** Vancouver, British Columbia, Canada
- 2014: July 16–19** Tokyo-Chiba, Japan
- 2015: June 25–28** Indianapolis, Indiana
Come celebrate the 100th anniversary of Kiwanis!
- 2016: June 22–25** Toronto, Ontario, Canada