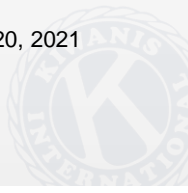


Club President Education

Alabama District: November 20, 2021



Welcome!

- Today's main topics:
 - Your role
 - Club committees
 - Club president-elect/vice president
 - Board of directors
 - Installations and inductions
 - Club meetings
 - Membership



Paul England

- Kiwanian since 1986
- Have served as Club President twice and on most committees.
- Served as Lieutenant Governor on 4 occasions.
- Actively attended District and International Conventions
- Met many great people and developed friendships with others in Kiwanis



Questions?

Please type any questions or comments into the chat box.



Why Kiwanis?

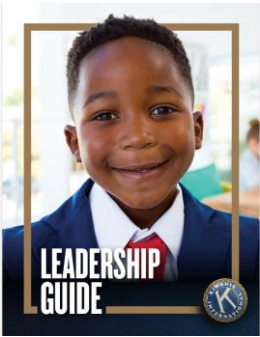
We are part of a great organization that was formed in 1917 and boasts more than 550,000 volunteers who serve their communities through local clubs.

Our Motto: "Serving the Children of the World"



Leadership Guide

www.kiwanis.org/club/member-resources/training/leadershipguide

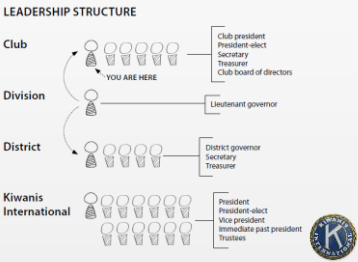


Parameters for success

- Improve the club experience as measured by member satisfaction surveys
- Stabilize or increase membership in your club
- Increase club participation at Kiwanis International and district events
- Support the service your club does in the community, including sponsorship of Service Leadership Programs



Where you fit in the big picture



The Alabama District

We were chartered as a District in 1924



District Leadership

- Governor: Scott Sims
- Governor Elect: Mary Hoerlein
- Vice Governor: Keith McKendall
- Past Governor: Mark Kellerman
- District Secretary: Tammy Driskill
- Eight Divisions within our District, each led by a Lieutenant Governor



Job description





Your role

Divided into 3 parts:

1. Responsibilities
2. Qualifications
3. Duties

PRESIDENT

You become the elected president because you have the ability to lead. As president, you'll manage your club's future effectively. You'll lead your club in growth, and ensure your community's best interests are met. You'll ensure club membership, attract all, and it's important to ensure that all members of the club have a positive experience. You'll ensure that the club's future is bright and that the club's reputation is maintained.

RESPONSIBILITIES

As president, you'll be responsible for the club's future. You'll ensure that the club's reputation is maintained and that the club's future is bright. You'll ensure that the club's reputation is maintained and that the club's future is bright.

DUTIES

- Develop a strategic plan for the club's future.
- Lead the club's growth and development.
- Ensure that the club's reputation is maintained.
- Ensure that the club's future is bright.
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QUALIFICATIONS

- A minimum of 18 years of experience.
- Strong leadership skills.
- Strong communication skills.
- Strong organizational skills.
- Strong financial skills.
- Strong marketing skills.
- Strong public relations skills.
- Strong interpersonal skills.

What do I do as club president?



Goals

Review your club's strategic plan and determine how you can positively impact it.

<https://www.kiwanis.org/clubs/member-resources/strategic-plan>



Consider these factors:

- The needs of your community and if you are meeting them
- The engagement level of your members
- The visibility of your club in your community

<https://www.kiwanis.org/clubs/member-resources/training/division-leader/club-strengthening/achieving-club-excellence>

Club president's planning conference

Purpose:
Opportunity to plan and develop goals with your leadership team before taking office.

THINK ABOUT IT
What are your goals for your club during your year as president? (It is important to limit the number of goals you set for your presidency.)
Who should you invite to participate in your planning conference?
Are there any meetings you need to have ahead of your official conference?

Goal setting

SMART goals

- Tool for creating clear and reachable goals



Delegation



- Don't try to do everything yourself
- Intentionally delegate tasks to officers, committees and members
- Follow-up and assess



Meetings

- Use member satisfaction surveys
- Make appropriate shifts to increase engagement
- Have fun!



Club meetings

- First impressions are important
- Don't confuse tradition with requirements
- Invite speakers



Club meetings

THINK ABOUT IT

What makes your club unique?



Recognition

- Find a way to ensure all members feel valued
- Recognize members who go above and beyond



Lead



- In your club
- In service
- In your community



THINK ABOUT IT

What qualities do you think make a great leader?



Club committees & their leadership

- | | | |
|---------------------|--------------------|-------------------------------|
| • Financial review* | • Public relations | • Service and fundraising |
| • Membership | • Programs | • Community services |
| • Growth | • Club meetings | • Service Leadership Programs |
| • Retention | • Special events | |
| • Education | | |



Club committees & their leadership

THINK ABOUT IT	
What other special committees does your club have?	Will any of these special committees have completed their task by the end of the current year?
Will there be any additional committees added during your year as president?	
Can any of your committees be broken down into subcommittees?	

President-elect/vice president

Role & responsibilities:

- Serves as an officer on the board of directors.
- Serves a one-year or two-year term, as provided in club policy.
- Attends meetings of the board of directors.
- Performs other duties as assigned by the president or the board of directors.



President-elect/vice president

Things to tell your successor:

- Leadership begins before you take office
- Discuss the challenges you faced
- Focus on the future
- Behavior matters

Board of directors



Your role:

- Presides over board meetings.
- Sets the board meeting agenda.
- Calls special meetings of the board, if necessary.
- Establishes goals for the club, in consultation with the club board of directors, which align with the club's strategic plan.
- Serves as ex-officio member of all standing and special committees.

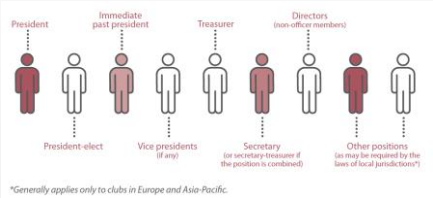
Board of directors

Purpose:

- Ensure smooth club operations...
- Lead club initiatives...
- Create and uphold the club's vision...

...all with the club's best interests in mind.

Structure of the board



*Generally applies only to clubs in Europe and Asia-Pacific.

Board meetings

- Have a format
- Prepare an agenda

Note: Club members can voluntarily attend board meetings.



Installations and inductions

Installations (new officers):

- Plan! Plan! Plan!
- Showcase the talents of your members

Inductions (new members):

- What traditions does your club have?
- Make them feel special



Membership

- Actively promote membership growth & retention
- Appoint membership chair as soon as possible
- Membership committee training and workbook



Membership

- Work closely with the membership chair
- Set membership goal
- Invite guests to meetings and projects
- Host membership events



Membership

- Make the induction of a new member important and well done,
- Assign the sponsor as the new member's mentor to help them in their Kiwanis experience



Youth Protection Guidelines

Every Kiwanis club is expected to educate its members on these guidelines, best practices, and what to do when they become aware of youth in potentially harmful situations.






What's my road map for success?

- Attend Leadership Training
- Plan: Proactively use the timeline in the guide
- Engage with fellow Kiwanians: Interclub, attend District meetings and conventions as well as International functions.
- Utilize Kiwanis resources: Access materials from website
- 1-800-Kiwanis (549-2647)



What's my road map for success

- Don't be afraid to try something new to energize your membership.
- Look for ways to make attendance easier and more affordable.
- Make your members Kiwanians not just members of a Kiwanis Club.



Questions?



Closing activities

- Online evaluations - <https://forms.gle/RcL8eQtf3W3GTb4s6>
- Attendance credit
- Questions? Contact education@kiwanis.org
- If you think of anything I can help you with feel free to contact me: englandp@icloud.com or 251-564-1678 (cell)



Thanks and Good Luck!

See you at Kiwanis!
