

# CLUB PRESIDENT ANNUAL CHECKLIST

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## APRIL–JUNE

(before your term of office)

- Announce date, time and location of Club Leadership Education courses as soon as they become available.
- Schedule a summer planning meeting with Kiwanis club leadership, Kiwanis club advisor(s) of any Service Leadership Program club and the officers of the sponsored SLP club.
- Seek advice from current officers for next year and assist them in making the current year highly successful.
- Attend the Kiwanis International convention and make plans to attend your district convention.
- Mark your calendar with division council and club opening dates for the year.

## JULY

(before your term of office)

- Select committee chairs and special appointees. Meet with each chair to establish goals and expectations.
- Encourage each committee chair to complete a club committee chair education session.
- Work with the district membership coordinator to develop a solid membership plan.
- Consult [kiwanis.org/membership](http://kiwanis.org/membership) for resources and guidance.
- Meet with the current president. Seek advice on areas of improvement in the club. Ask about conducting a community survey and a club assessment to develop goals for the upcoming year. You may wish to download the “Rediscovering your community” from [kiwanis.org/ACEtools](http://kiwanis.org/ACEtools).

- Report to your club about your experience at the Kiwanis International convention.
- Finalize plans to attend the district convention as one of your club’s three delegates.

## AUGUST

(before your term of office)

- Complete a club president education session before September 30.
- Work closely with the incoming club secretary to ensure that he or she attends a club secretary education session before September 30.
- Provide the program committee chair with a schedule of meeting dates and encourage him or her to develop a program assignment schedule for the calendar year.
- Finalize a membership plan with the membership committee.
- Schedule a budget planning session with the board and committee chairs for late September. Approve the club budget before October 15 (preferably by October 1).
- Determine the need for director’s and officer’s liability insurance with the club board.
- Consider what financial assistance will be given to delegates and alternates attending the Kiwanis International convention.
- Consider what financial assistance will be given to delegates attending your district convention.
- Consider a club donation to the Kiwanis Children’s Fund.
- See that your club treasurer receives copies of pertinent information from the incoming secretary.

- Arrange a meeting with the current and incoming treasurers. Review responsibilities and procedures at that meeting.
- Accompany Key Club, Builders Club and K-Kids advisors to visit school principals to reinforce the sponsored club support for the coming year. Confirm sponsorship needs of Circle K International and Aktion Clubs as well.

## SEPTEMBER

(before your term of office)

- Develop an agenda for the club president’s planning conference.
- Conduct the club president’s planning conference before September 30.
- Review Kiwanis International awards programs as well as any awards programs offered by your division or district. This information is in the reference materials section of this guide.
- Make plans for any joint service, social and/or fundraising activities for the year with your club’s sponsored Service Leadership Program clubs.
- Make plans for Kiwanis Family Month (November).
- Make certain every officer, board member and committee chair is prepared to start the year strong on October 1.
- Plan the club president’s address, which will be given at the first or second club meeting in October.
- Report to your club about what you learned at your district convention.
- Extend invitation(s) to sponsored Service Leadership Programs club president(s) and faculty advisor(s)



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to attend the club officer installation event.

- Encourage representatives from your Key Club to attend Key Leader weekends.
- Raise awareness in your community by using the Kiwanis brand consistently. Make sure your membership committee follows the latest Kiwanis brand guide available at [kiwanis.org/brand](http://kiwanis.org/brand).

## OCTOBER–SEPTEMBER

- For every board meeting:
  - *Coordinate with the club secretary to prepare the meeting agenda.*
  - *Review progress on each goal and project.*
  - *Collect committee reports.*
- For every club meeting:
  - *Coordinate with the club secretary to prepare the meeting agenda.*
  - *Confirm program/speaker (if applicable).*
  - *Evaluate the past month's meetings and adjust as needed.*
  - *Confirm new-member inductions for the meeting and have supplies ready.*
  - *Begin and end the meeting on time.*

## OCTOBER

- Before your first board meeting, review the minutes of past month's board meeting.
- Finalize this year's goals and budget at this month's board meeting. Send club goals to your lieutenant governor.
- Before your first club meeting, review a sample agenda, included in this guide.

- Announce and prepare for the lieutenant governor's visit.
- Ask the membership committee to submit a news release about the installation of club officers to the local newspaper. Encourage the chair to publicize club news throughout the year.
- Consider any proposed resolutions or amendments to the Kiwanis International Bylaws that your club would like to have presented at the Kiwanis International convention. Submit your proposals to the Kiwanis International Office by October 31.
- Be the first to induct a new member. Challenge others to follow your example.

## NOVEMBER

- Make certain all club, division, district and Kiwanis International news, projects and events are communicated through newsletters and announcements. Make sure members learn something about Kiwanis each week.
- Observe Kiwanis Family Month. Designate weeks to recognize the Circle K International, Key Club, Builders Club, Aktion Club and K-Kids clubs that your club sponsors.

## DECEMBER

- Make plans to interact with your club's Service Leadership Programs clubs from January through May.
- Encourage members to attend mid-year conferences.
- Continue to encourage club members to register for and

attend the Kiwanis International convention.

- Check in with committee chairs to talk about progress toward goals.
- Confirm with club secretary and treasurer that annual billing roster and dues payment was submitted.

## JANUARY

- With the club secretary, review first quarter club and board meetings; committee programs/projects; and involvement in division, district and Kiwanis International events and programs. Look for areas of success as well as needed improvements.
- Conduct the annual club meeting/election of officers between January 1 and May 15.

## FEBRUARY

- Make certain your Circle K International and Key Clubs elect and report new officers to your district and the Kiwanis International Office.
- Appoint a nominating committee at least five weeks before the annual club meeting.
- Ensure your Key Clubs and CKI clubs are represented at district conventions.
- Remind Key Clubs and CKI clubs to attend their district's education session.

## MARCH

- Review Kiwanis International award programs, as well as district, division and club award programs.



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- Determine if your club is on target. Look for additional opportunities at [kiwanis.org/recognition](http://kiwanis.org/recognition).
- Encourage club members who plan to attend the Kiwanis International convention to submit their registration forms at [kiwanis.org/convention](http://kiwanis.org/convention).
- Elect two primary delegates and two alternate delegates to represent the club at the Kiwanis International convention at least 60 days before the convention.
- Consider items of business to be proposed at your district convention.
- At least 30 days before your district convention, elect three delegates to represent your club at the event. Encourage the CKI clubs and Key Clubs you support to attend their district conventions.
- Consider items of business to be proposed at your district convention.

## APRIL

- Elect two delegates and two alternates to represent your club at the Kiwanis International convention.
- Assist your Service Leadership Program clubs with end-of-year recognition activities. Invite club members' parents and have Kiwanis membership materials available for them. Present mementos to outgoing officers and faculty advisors.
- Meet with incoming president. Offer advice on areas of potential improvement in the club.
- Remind the incoming president to attend the Club Leadership Education session offered in your area. Contact district office for details.

## MAY

- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention.
- Consider items of business to be proposed at the district convention.
- Elect three delegates to represent your club at the district convention.
- Ensure your CKI clubs and Key Clubs are represented at their conventions.

## JUNE

- Review Kiwanis International award programs, as well as district, division and club award programs.
- Determine if your club is on target. Look for additional opportunities at [kiwanis.org/recognition](http://kiwanis.org/recognition).
- Involve your successor in club operations and procedures and encourage early preparation for next year.
- Finalize plans for delegates and other club members to attend the district convention.
- Encourage representatives from your Key Club to attend Key Leader weekends.

## JULY

- Review club and member accomplishments and recognize contributions.
- Ask club members who attended the Kiwanis International convention to report to your club about the business that was conducted and their experiences.
- Remind the president-elect to accompany Builders Club, Key Club and K-Kids committee chairs to visit the respective

school principals to ensure the sponsored programs plans are made for the coming school year. Also set up a meeting with the college/university officials on the campuses of your sponsored CKI clubs.

- Plan the installation ceremony, which is usually conducted at the end of September or the beginning of October. Work with your secretary to make certain the merchandise order is submitted for items traditionally used by your club to honor incoming and outgoing officers and other club leaders (officer pins, plaques, certificates, etc.) and allow three to six weeks plus shipping time for items requiring personalization. Invite the incoming lieutenant governor to install incoming officers.

## AUGUST

- Assist the incoming president with planning for upcoming year.

## SEPTEMBER

- Work with the secretary to order any awards earned by club members.
- Ask club members who attended the district convention to report to your club about the business that was conducted and their experiences.
- Conduct an installation ceremony.
- Encourage representatives from your Key Club to attend Key Leader weekends.
- Submit a club gift to the Kiwanis Children's Fund by September 30, either online or postmarked by that date for appropriate recognition.



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## **OCTOBER**

(following your term of office)

- Pass president's materials to the incoming club president.
- Your district needs strong leaders. Consider becoming a lieutenant governor.



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