



Club President Education

LaMissTenn District
May 30, 2023



Kiwanis[®]

Facilitator

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Kiwanis®

Welcome & Agenda

Today's main topics:

- Kiwanis 101
- Roles and Expectations
- Goals
- Club Structure
- Installation and Inductions
- Membership
- Club Meetings
- Recognition
- Year in your Role
- Resources
- Youth Protection Guidelines and Resources



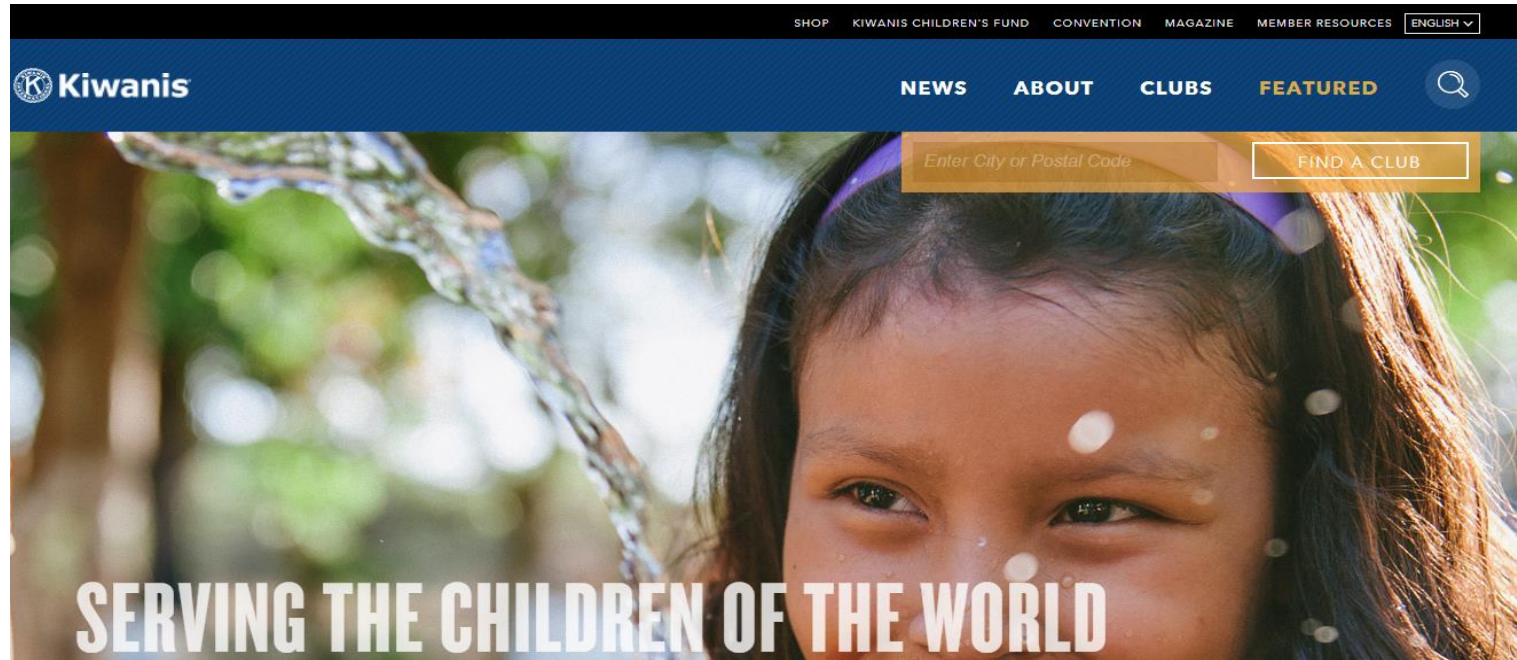
Parking lot

- Questions during the presentation?
- Insights or examples to share?
- *Place it in the parking lot!*



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Facebook Instagram

Search Here ...



Kiwanis
LOUISIANA-MISSISSIPPI-WEST
TENNESSEE DISTRICT
Chartered in 1920

ABOUT US - CALENDAR - NEWS - FOUNDATION - RESOURCES -

KIDS NEED KIWANIS

LAMISSTENN DISTRICT

Click Here to Register for Mid-Year Regional Education Conferences

Key Club & Circle K Scholarships



Kiwanis

2022-2023 Mid-Year Regional
Education Conferences



Search Here ...

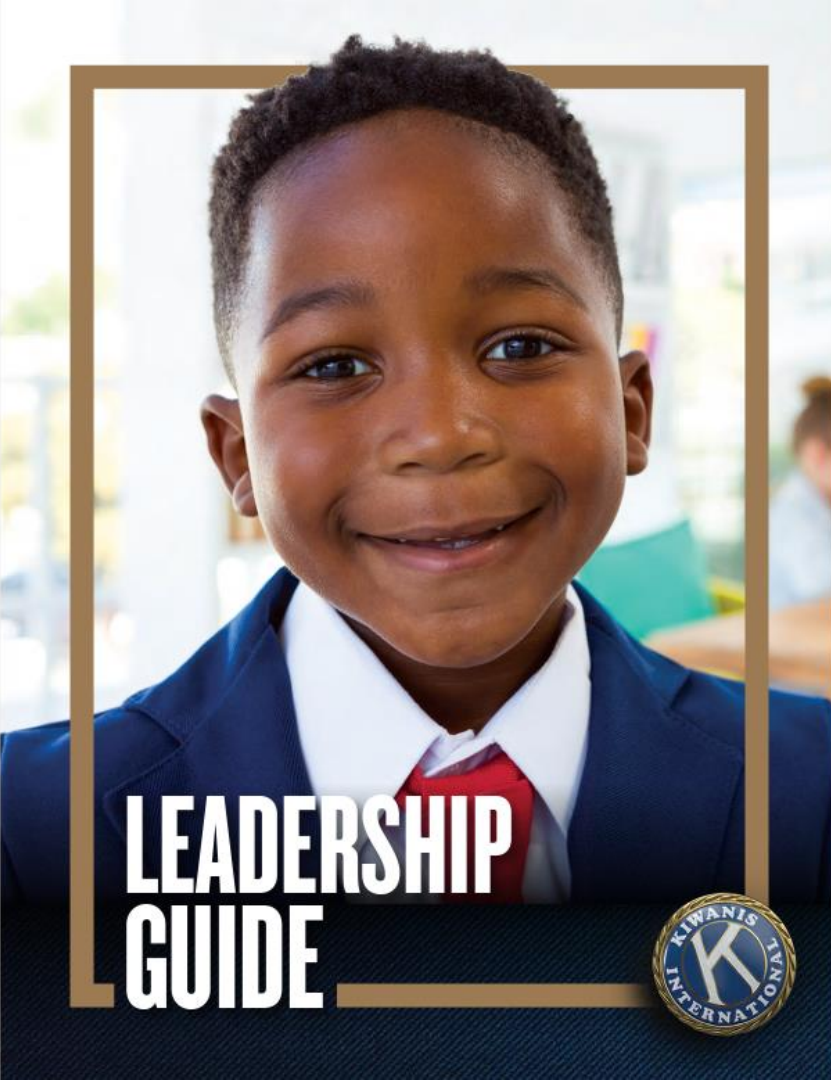
GO

UPCOMING EVENTS

- 01 DEC** Kiwanis Club Annual Report Due
- 10 DEC** Monthly Club Report Due
- 12 DEC** Healthy Club Boot Camp, Membership Module



Kiwanis



Leadership Guide

<https://bit.ly/3xUQiXt>

SCAN ME



Kiwanis 101

Overview of
Kiwanis International



KIWANIS 101

Kiwanis 101

- **MOTTO**

Serving the children of the world.

- **DEFINING STATEMENT**

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time.

- **VISION STATEMENT**

Kiwanis will be a positive influence in communities worldwide...so *that one day, all children will wake up in communities that believe in them, nurture them and provide the support they need to thrive.*



Kiwanis 101

- **THE OBJECTS OF KIWANIS**

- **Object 1:** To give primacy to the human and spiritual rather than to the material values of life.
- **Object 2:** To encourage the daily living of the Golden Rule in all human relationships.
- **Object 3:** To promote the adoption and the application of higher social, business, and professional standards.
- **Object 4:** To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- **Object 5:** To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
- **Object 6:** To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.



Kiwanis International's Strategic Plan

- **MEMBERSHIP AND ENGAGEMENT**

Build, retain and support a growing Kiwanis membership network.

- **LEADERSHIP AND EDUCATION**

Develop competent, confident and caring leaders across the Kiwanis family.

- **COMMUNITY IMPACT**

Perform meaningful service, with service to children as our priority.

- **FINANCIAL VIABILITY**

Ensure financial viability and responsible stewardship.

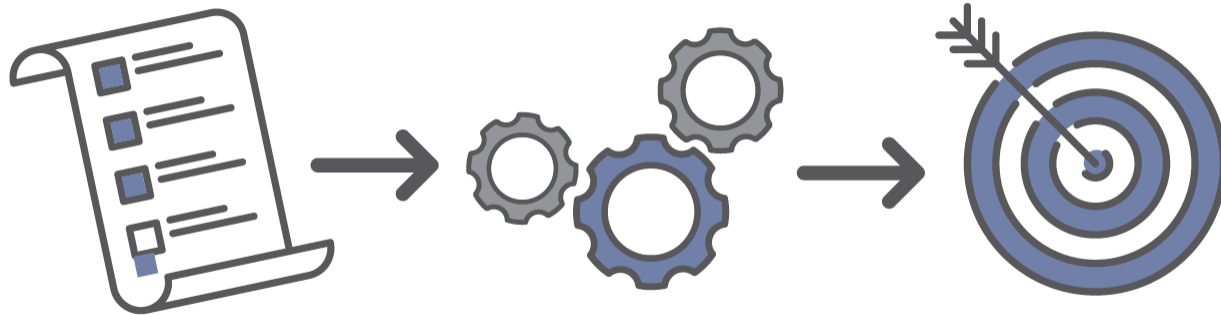
- **BRANDING AND IMAGE**

Enhance the Kiwanis image and brand worldwide.



Your club's strategic plan

Your club should have a strategic plan in place, but it is important to revisit and revise it over time.



Activity – page 6-7

KIWANIS 101

Your club's strategic plan

Your club should have a strategic plan in place, but it is important to revisit and revise it over time. Creating or revising your club's strategic plan is a group effort. Your club officers, board of directors, and few committed members need to work together to create a plan which will help your club thrive for years to come. Your strategic plan committee should be diverse in background, experience, age, gender, talents, and views.

MEMBERSHIP AND ENGAGEMENT

Club strategies

How will you accomplish the strategy?

LEADERSHIP AND EDUCATION

Club strategies

How will you accomplish the strategy?



COMMUNITY IMPACT

Club strategies

How will you accomplish the strategy?

BRANDING AND IMAGE

Club strategies

How will you accomplish the strategy?

FINANCIAL VIABILITY

Club strategies

How will you accomplish the strategy?

KIWANIS 101



Types of Foundations

Club foundations: Local club needs

District foundations: Regional priorities

Kiwanis Children's Fund: Projects that can benefit from the collective support of Kiwanians worldwide





Kiwaniis

LaMissTenn Foundation



- Community Service Project Grants
- AED Grants
- K-Family Leadership Training
- K-Family Scholarships

Kiwanis Children's Fund



Our role:

- Raise funds from the Kiwanis community
- Grant funds to projects important to the Kiwanis community
- Provide services to donors
- Provide resources to non-profit organizations in the Kiwanis community



Resources for clubs

Fundraising

Nonprofit
management

Kiwanis grant
programs

Speakers
and
presentations



Service Leadership Programs



KEY CLUB®

CKI®

Circle K International



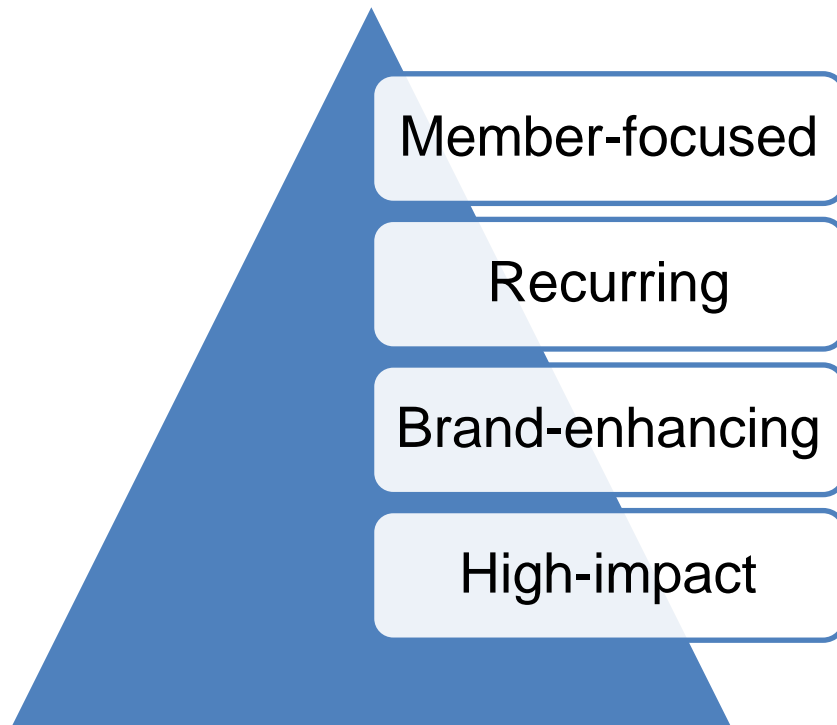
Service Leadership Programs

Support your SLP club with:

- Funding
- Leadership
- Joint participation in activities and meetings
- Training



Signature Projects





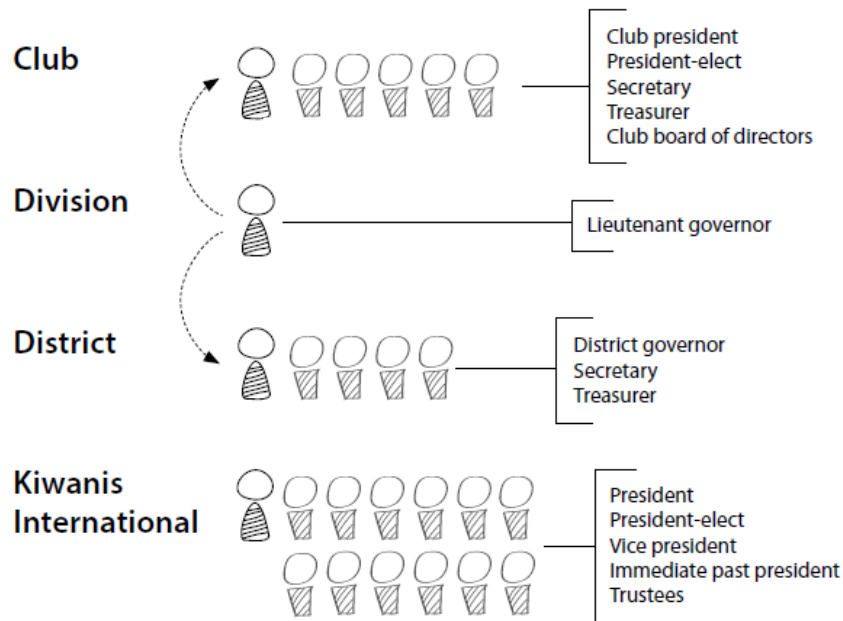
Structure of Kiwanis



Kiwanis Leadership Structure



LEADERSHIP STRUCTURE





President



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





President

Your Kiwanis club
elected you
president because
you have the
quality of
character to lead.

and



Responsibilities

Duties

Your Role

Divided into 3 parts:

1. Responsibilities
2. Qualifications
3. Duties

PRESIDENT

Your Kiwanis club elected you president because you have the quality of character to lead. As president, you'll ensure your club functions effectively. You'll lead your club in projects that benefit your community. You'll develop initiatives to increase club membership. Above all, you'll develop servant leaders who will fulfill the Kiwanis mission at the club level and beyond. Prepare well. Be a leader who inspires, counsels and steers your club in the direction of membership and service.

PRESIDENT

RESPONSIBILITIES

As presiding officer of the club and the board, the president works closely with the board of directors and committee chairs to establish and follow a strategic plan, set goals for improving the members' club experience and increase the club's impact in the community by adding new members. Club presidents will find a list of resources online at kiwanis.org/leadershipguide.

SKILLS

- Team-building.
- Motivating others.
- Effective communication.
- Inclusiveness.

DUTIES

- Lead the club's goal-setting process.
- Organize an effective leadership team by appointing and training effective committee chairs.
- Support committee activity to ensure a successful club experience.
- Ensure that the club continues to be relevant to the community and to the members through periodic assessments.
- Facilitate fun, educational and efficient club meetings.
- Lead effective and efficient board meetings.
- Implement a succession plan for future leaders, ensuring a seamless transition.
- Reward and recognize member and committee achievements.
- Fulfill all other duties documented in the Standard Form for Club Bylaws.

OVERSEES/DELEGATES

- Establish a strategic plan for the club, including goals for membership and community service.
- Gain an understanding of sponsorship responsibilities to Service Leadership Programs.
- Provide club members with Kiwanis' Youth Protection Policies.
- Communicate regularly with club members to keep them informed about the clubs' business and activities.
- Promote interclub and division council meeting participation.
- Encourage district midyear, district convention, and Kiwanis International convention attendance.
- Publicize goals that a club or member must meet in order to be deemed distinguished.



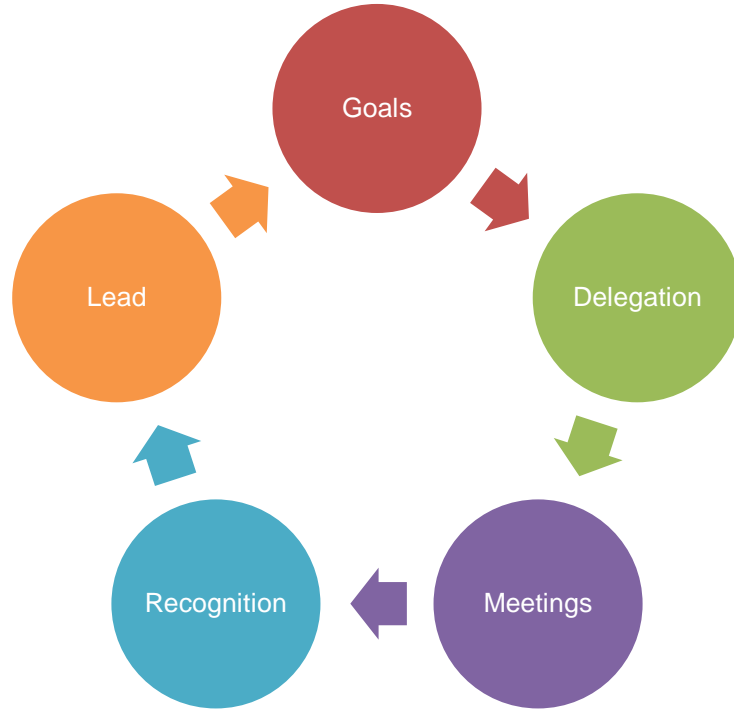


President

What do I do as a Kiwanis Club President?

Your main purpose is to help create the best possible Kiwanis club experience for your fellow members.

What do I do as club president?



Goals

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



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



Goal setting

SMART goals

- Tool for creating clear and reachable goals

S

SPECIFIC

Your goal is direct, detailed, and meaningful.

M

MEASURABLE

Your goal is quantifiable to track progress or success.

A

ATTAINABLE

Your goal is realistic and you have the tools and/or resources to attain it.

R

RELEVANT

Your goal aligns with your company mission.

T

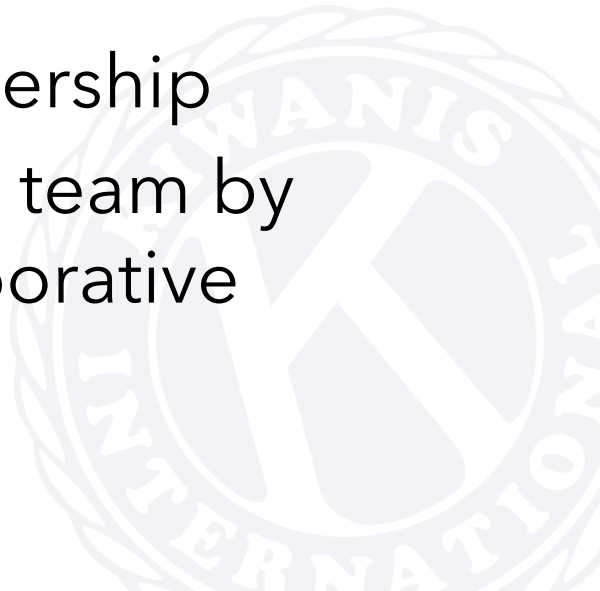
TIME-BASED

Your goal has a deadline.



Club Structure

Club Committees and Leadership
Start building your leadership team by
choosing reliable and collaborative
committee chairs.



Club committees & their leadership

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



Club President's Planning Conference

Purpose:

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

Think About It:

1. What are your goals for your club during your year as president?
2. Who should you invite to participate in your planning conference?
3. Are there any meetings you need to have ahead of your official conference?



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.



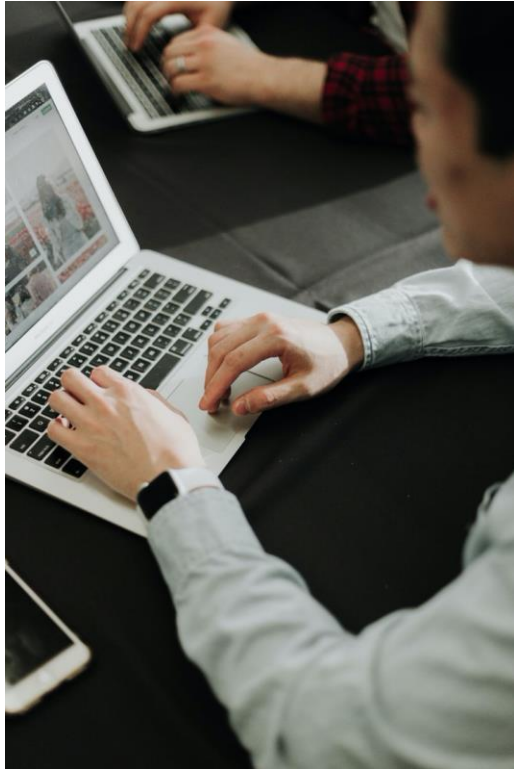


President

Club President's Role



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.



Role of the Board of Directors

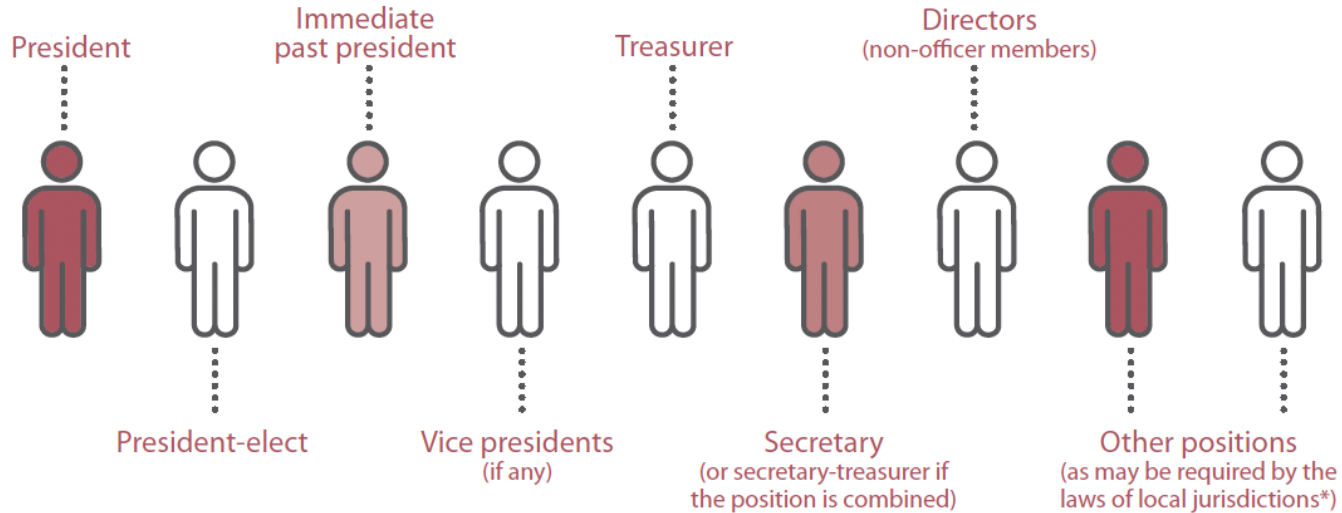
Purpose:

- 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

Note: Club members can voluntarily attend board meetings.

- Have a format
- Prepare an agenda



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



Membership

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



Membership Cont.

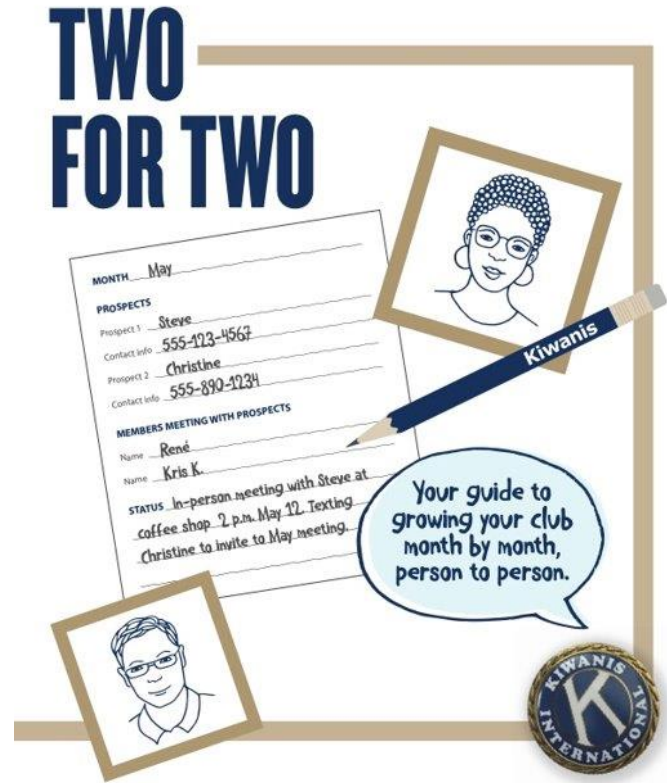


- Work closely with the membership chair
- Set membership goal
- Invite guests to meetings and projects
- Host membership events



Two for Two

- Identify two members to reach out to two prospects for each month.
- Members invite prospects to an event or service project.



Club Meetings

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



Meetings

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



Lead



- In your club
- In service
- In your community



Recognition



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



Year in the Role

Tasks and Key Dates



APRIL–JULY (Before Term in Office)

- Schedule planning meetings and transition meetings with Kiwanis Club Leadership.
- Make plans to attend Kiwanis International Convention and district convention
- Select committee Chairs and special appointees (July)
- Start developing goals and plans for membership



AUGUST (Before Term in Office)

- Finalize Membership Plans with membership committee
- Schedule budget planning session and approve club budget (by Oct. 15)
- Arrange meeting with other club officers to review responsibilities.
- Provide the program committee chair with schedule of meeting dates and encourage them to develop program assignment schedule for the year



OCTOBER - DECEMBER

- Finalize this year's goals and budget at October board meeting. Send club goals to your lieutenant governor.
- Announce lieutenant governor's visit and make preparations.
- Confirm with club secretary and treasurer that annual billing roster and dues payment was submitted.



JANUARY - MARCH

- Review first quarter club and board meetings with club secretary.
- Conduct the annual club meeting/election of officers between January 1 and May 15.
- Ensure Circle K International and Key Clubs report new officers to your district and the Kiwanis International Office.
- Appoint a nominating committee at least five weeks before the annual club meeting.
- Review Kiwanis International award programs, as well as district, division and club award programs.
- Encourage members to attend mid-year conferences.



APRIL – JUNE

- 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.
- Involve your successor in club operations and procedures and encourage early preparation for next year.
- Encourage representatives from your Key Club to attend Key Leader weekends.
- Ensure your Circle K International and Key Clubs are represented at their conventions.



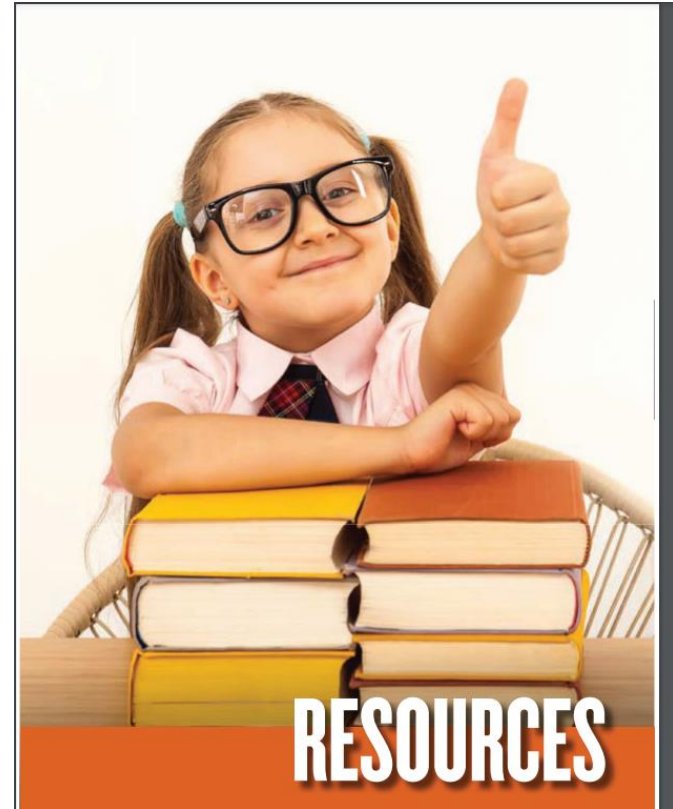
JULY – OCTOBER

- Plan the installation ceremony, which is usually conducted at the end of September or the beginning of October.
- Remind the president-elect to accompany Builders Club, Key Club and Kiwanis Kids committee chairs to visit the school principals to ensure the sponsored programs plans are made for the coming school year.
- Assist incoming president with planning for upcoming year.
- Order awards earned by club members with club secretary.
- Conduct an installation ceremony.
- Pass president's materials to incoming club president.



Resources

- Awards and Recognition Programs
- Insurance
- Branding and Public Awareness
- Kiwanis International Governing Documents
- Club Status
- Reports, Verifications, and Forms for the Adm Year



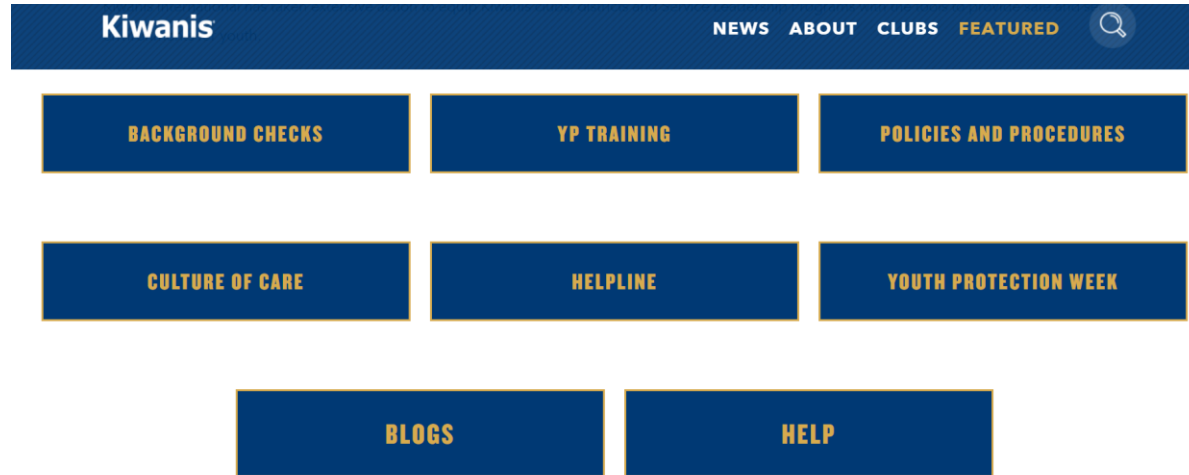
Youth Protection Guidelines

- 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.



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Youth Protection Resources



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<https://bit.ly/3vLdOTS>



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Parking lot

- Questions during the presentation?
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Closing Notes



- Comments

