



**PRESIDENT**

# 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.

## 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](http://kiwanis.org/leadershipguide).

## QUALIFICATIONS

- Empowers and inspires members.
- Manages time well.
- Builds relationships with community leaders.
- Facilitates club meetings.
- Leads by example.

## DUTIES

- Establishes a strategic plan for the club, including goals for membership and community service.
- Leads the club's goal-setting process. One person should not be in charge of setting goals for the entire club, but the president should facilitate the discussions.
- Motivates members and committees to achieve those goals.
- Organizes an effective leadership team by appointing and training effective committee chairs. Encourages club leaders to participate in the education course provided for their roles.
- Supports committee activity to ensure a successful club experience.
- Ensures that the club continues to be relevant to the community and to the members through periodic assessments.
- Gains an understanding of sponsorship responsibilities to Service Leadership Programs.
- Provides club members with Kiwanis' Youth Protection Guidelines.
- Facilitates fun, educational and efficient club meetings.
- Leads effective and efficient board meetings.
- Implements a succession plan for future leaders, ensuring a seamless transition.
- Communicates regularly with club members to keep them informed about the clubs' business and activities.
- Rewards and recognizes member and committee achievements.
- Leads by example.
- Brings in a new member in the first quarter of their term as president.
- Contributes to club foundation, district foundation and/or the Kiwanis Children's Fund in the first quarter of their term as president.
- Delegates tasks in an intentional manner.
- Promotes interclub and division council meeting participation.
- Encourages district midyear, district convention, and Kiwanis International convention attendance.
- Publicizes goals that a club or member must meet in order to be deemed distinguished.
- Fulfills all other duties documented in the Standard Form for Club Bylaws.

## REVIEW

1. Put a star next to the responsibilities and duties your club is doing well.
2. Circle the responsibilities and duties your club is not currently doing.

*If you are struggling with any of the outlined duties, please reference [kiwanis.org/leadershipguide](http://kiwanis.org/leadershipguide).*

## What do I do as Kiwanis club president?

Your main purpose is to help create the best possible Kiwanis club experience for your fellow members. Everything in this workbook suggests ways to lead the best possible Kiwanis club experience in the following areas:

### SERVICE

- Assess your club's current projects and determine whether they still meet your community's needs.
- Conduct a community survey to see what new needs exist in your community. Then get your club involved in meeting those needs. A community analysis is best conducted in mid- to late summer.

### FUN

- Plan special events at least four times a year exclusively for club members and their families. Invite a fellow member to coordinate. Ideas include: Local sports team games, dinner theatre, bus trips to nearby attractions, family picnics, holiday party at a member's home, bowling day, miniature golf day.
- Foster fellowship at meetings. Ideas include: Happy Dollars, Kiwanis Kwiz trivia question, Guess the Greeter, Two Truths & One Lie.

### STRENGTH

- Conduct a member satisfaction survey to find out what matters to your club. This is best conducted mid- to late summer.
- Plan a Saturday-morning retreat with club leadership to review results of the member satisfaction survey and the community survey in order to set three club improvement goals for the new fiscal year. A retreat is best conducted in late August/early September.
- Contact your Kiwanis district office for help from the district membership team.
- Ensure your club has members in attendance at the Kiwanis International convention and your district convention. Discuss what was learned at each during a club program.
- Make sure that the club board meets once a month to evaluate progress toward the goals.
- Have meaningful club meetings with an agenda.
- Conduct at least one concentrated membership drive campaign during the year.
- Establish a new member orientation. If your club already does this, seek members' input on possible improvements.
- Make sure that new members receive a meaningful induction.
- Use every possible opportunity to recognize club members and honor their efforts.



## COMMUNITY AWARENESS

- Invite a member to maintain and consistently update your club's website and Facebook page. (Or invite two members to split those duties.)
- Invite a member to produce and email a club newsletter on a consistent basis.
- Encourage members to deliver Kiwanis magazines to their doctors' or dentists' waiting rooms.
- Display Kiwanis road signs at all community entrances (with permission).
- Display a "Kiwanis Meets Here" sign in your club's meeting location (with permission).
- Coordinate a press release to all local media for club service projects and fundraisers.
- Hold an annual "Media Appreciation Day."
- Order your free custom club logo at [kiwanis.org/customlogo](http://kiwanis.org/customlogo).

## KIWANIS FAMILY SPONSORSHIP

(Circle K, Key Club, Builders Club, Kiwanis Kids, Aktion Club)

- Make sure that a member of your club is actively working with each of your sponsored clubs.
- Volunteer your Kiwanis club to help the sponsored clubs on their service projects.
- Plan fun events with sponsored clubs.

### THINK ABOUT IT

What qualities do you think make a great leader?

