



# Club President Education

LaMissTenn District  
June 24, 2024



**Kiwanis**

# Facilitator

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**Kiwanis**<sup>®</sup>



# 2024-25 LaMissTenn District Governor Claude Vinson



# 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



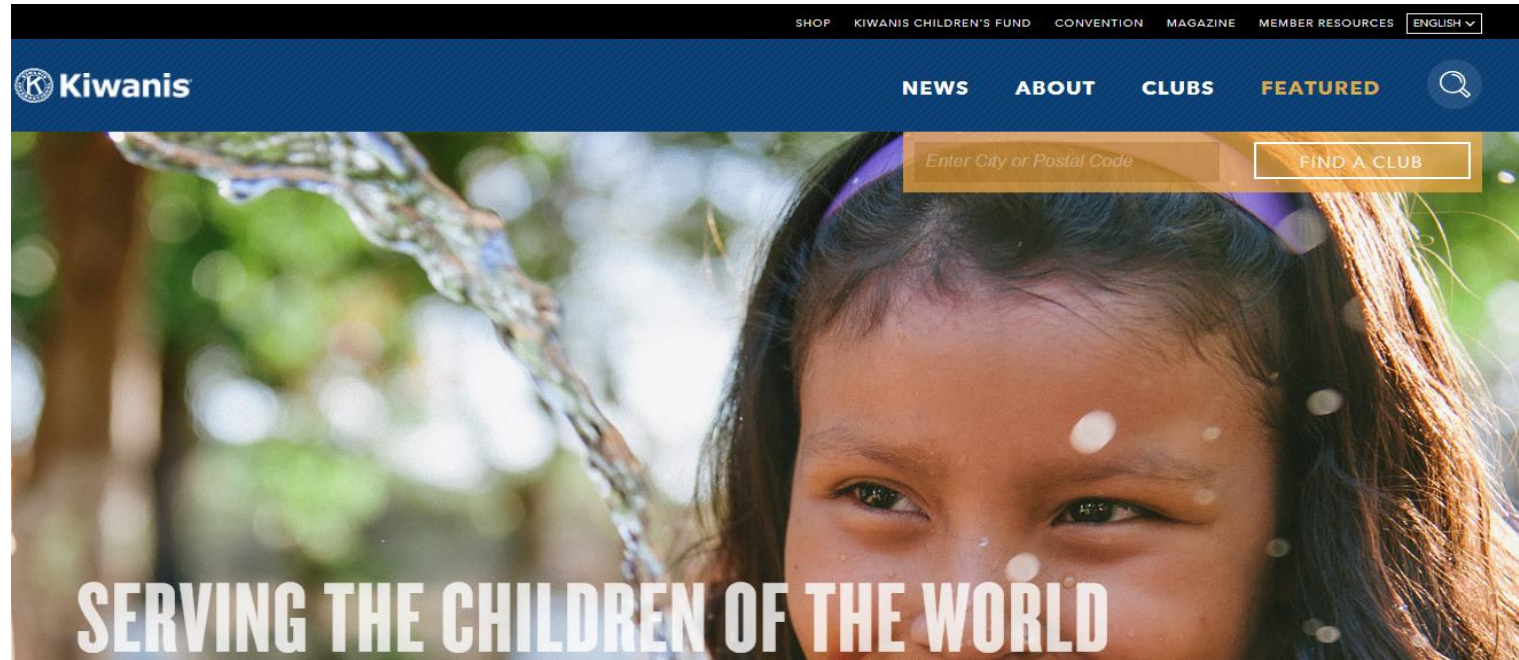
# Parking lot

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



**Kiwanis**<sup>®</sup>

# kiwanis.org



**Kiwanis®**

# lamisstenn.org

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 ...

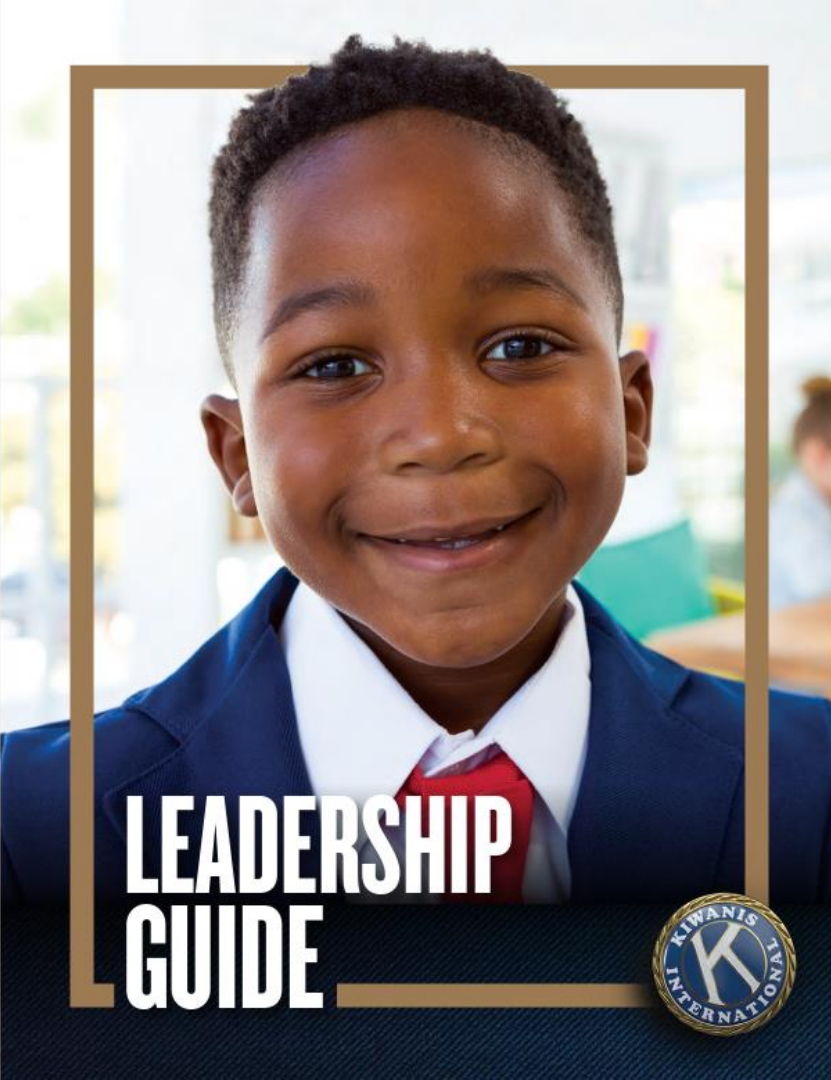
GO

#### UPCOMING EVENTS

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



**Kiwanis**



# Key President Resources

Leadership Guide

Club president annual checklist

## OTHER PRESIDENT RESOURCES

Distinguished criteria

Club bylaws

Achieving Club Excellence

Club Toolbox

Kiwanis club brochure - fillable PDF (fill in the blanks)

Order a custom club brochure

Kiwanis Connect (monthly reporting)

Installation of club officers

Risk management

Background checks

Kiwanis Brand Guide

Governance & Finances for Clubs

Events/calendar

# 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.

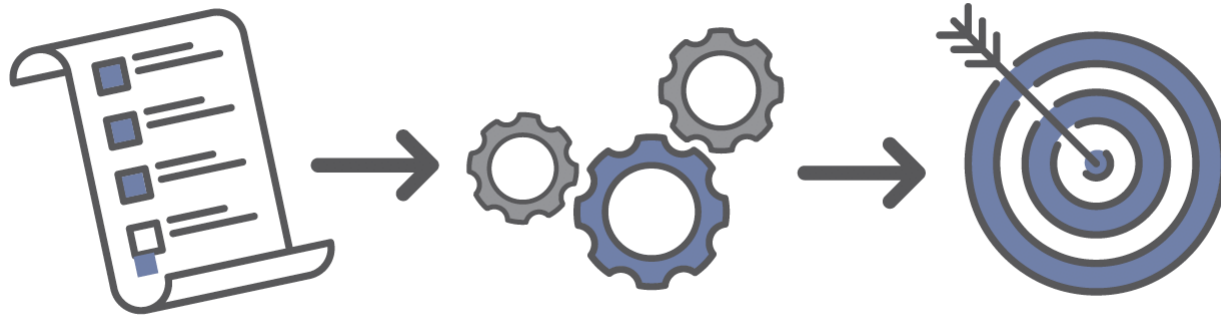
- **BRANDING AND IMAGE**

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**

# What is our Mission?

To provide financial assistance for Kiwanis projects and programs within our District.



## In the last 20 years, the Foundation has...

- Awarded over half a million dollars in grants
- Impacted over 421,000 children
- \$382,000 in Key Club, Circle K and Key Leader scholarships and training
- \$64,500 for 490 AEDs
- \$13,000 to charities for Teacher, Firefighter, Lawman and Layman Award recipients



# NEW CLUB COMMUNITY SERVICE GRANTS

The LaMissTenn District Foundation is offering Newly-Chartered Kiwanis clubs the opportunity to apply for a \$1,000 Community Service Grant (CSG), for a club service project during their first TWO years of service. This grant award will be 100% reimbursable, up to \$1,000. Advanced funding up to 50% of the grant award is allowed, with the remaining funds to be distributed once all receipts are received/verified. (Note, typical CSGs reimburse 75% of project expenses up to grant award).



- LaMissTenn District Foundation Grants are intended to increase the reach of each funded project by filling a financial gap. Contact [foundation@lamisstenn.org](mailto:foundation@lamisstenn.org) for questions about project viability.
- Before applying for a grant, consider your Kiwanis Club's involvement in the project, including contributions of time, labor and financial resources by your club members, other Kiwanis clubs and/or businesses in the area. **Involvement is an essential part of each successful, grant-funded project.**
- Community Service Grants (CSG) are “**Reimbursement Grants**” in that clubs must show receipts and cancelled club checks or payment documentation of all expenditures for the project, under IRS rules for expense responsibility. **NEW CLUB** grants will be reimbursed **100%** of verified expenditures, up to the amount of grant award, **AFTER** all criteria is met.
- If the **NEW CLUB** wishes to apply for Level I “Gold” Grants (up to \$5,000) or Level II “Silver” Grants (up to \$2,000), in **LIEU** of this \$1,000 grant, they may do so; however **ALL** CSG criteria then applies. Grants will be 75% reimbursable, and there is **NO** advanced funding.
- No Kiwanis club will be awarded more than one (1) CSG during any Kiwanis Administrative Year. Nor will any Kiwanis club be awarded CSGs for more than two (2) consecutive Administrative Years.
- The decision of the LaMissTenn District Foundation Board is final.



# 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<sup>®</sup>

CKI<sup>®</sup>

Circle K International



# Service Leadership Programs

## Support your SLP club with:

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



# Signature Projects



Member-focused

Recurring

Brand-enhancing

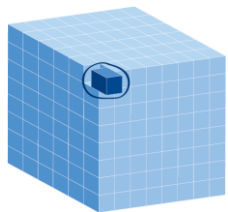
High-impact



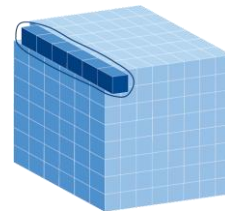


# Kiwaniis structure

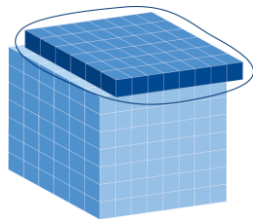
Club



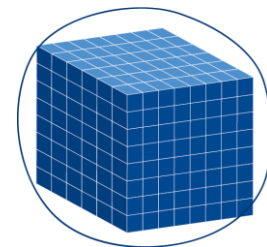
Division



District



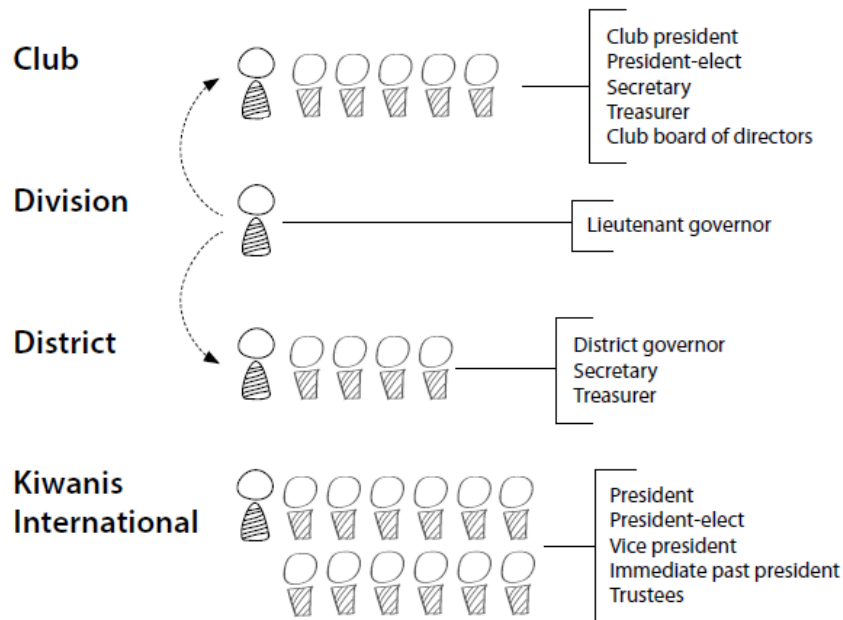
Kiwaniis  
International



# 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



# 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](http://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.



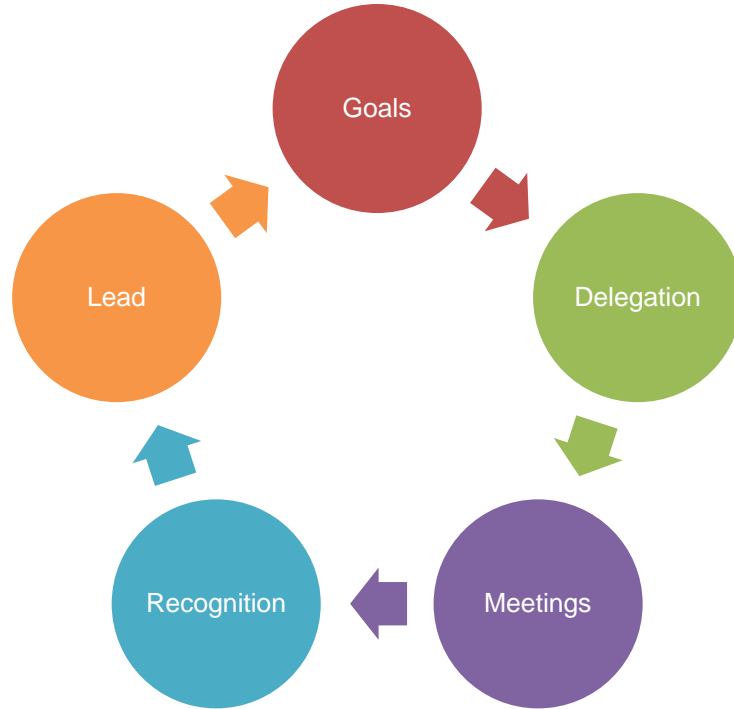


# President

## **What do I do as a Kiwaniis 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.



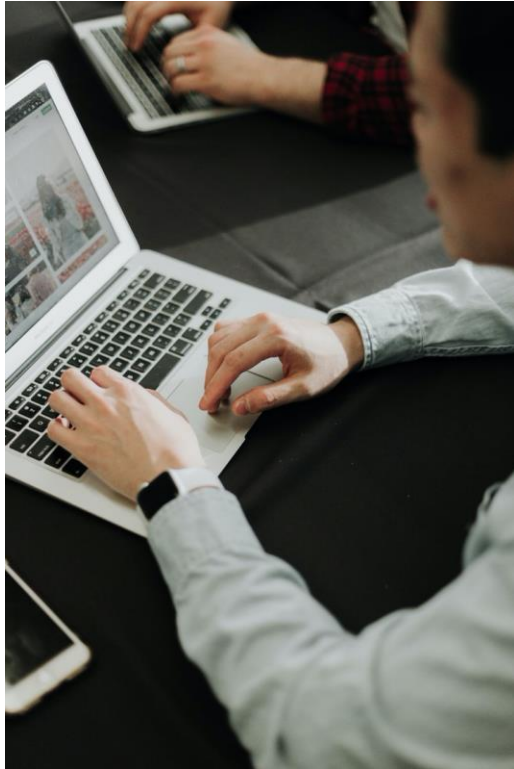


# President

## 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

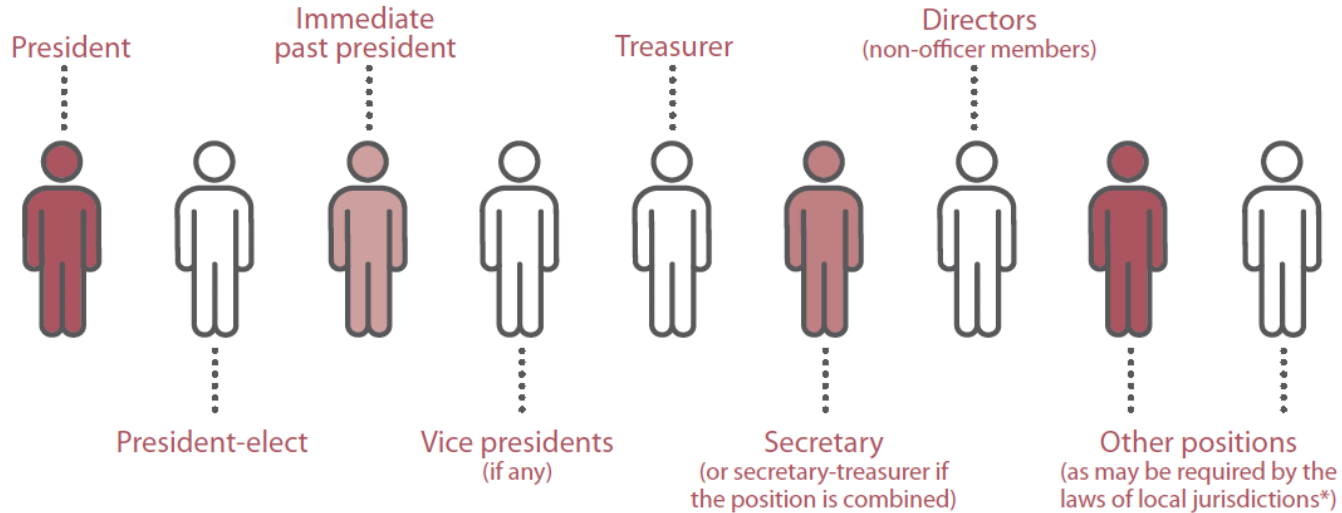
## **Purpose:**

- 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.

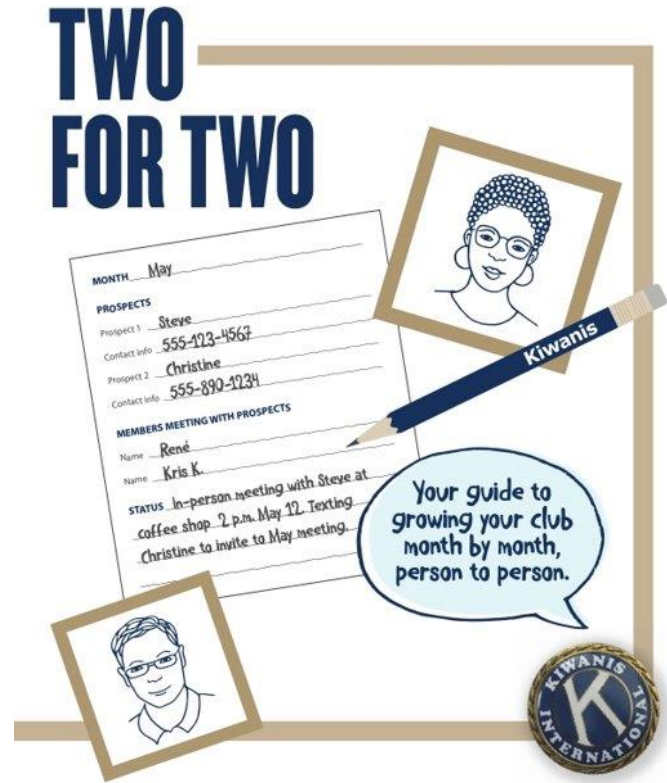


- Work closely with the membership chair
- Set membership goal
- Invite guests to meetings and projects
- Host membership events



# 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



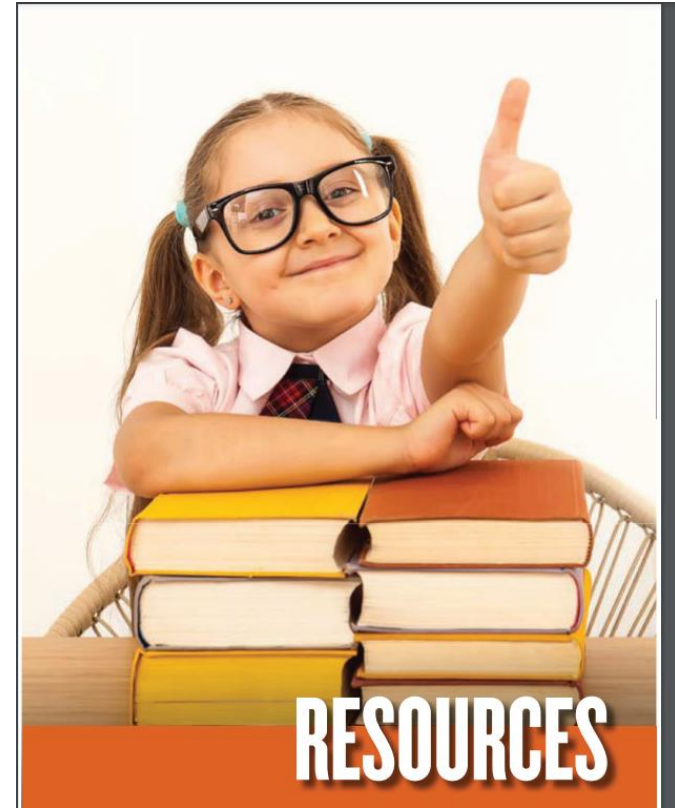
# Year in the Role

Tasks and Key Dates



# 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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# Closing Notes



- Comments

