

CLUB MEMBERSHIP CHAIR ANNUAL CHECKLIST

JULY-SEPTEMBER 2024

Checklist

- Work with club president to conduct a members' survey. A template can be found at [kiwanis.org/acetools](https://www.kiwanis.org/acetools).
- Meet with the secretary to discuss why members left the past year.
- Meet with service chair to discuss number of additional members needed to achieve service goals.
- Meet with PR/Marketing chair to discuss plans for the upcoming chair.
- Recruit members for committee.
- Review new member orientation and make any adjustments or changes needed. A sample can be found at [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox).
- Work with your incoming club president to complete the club's membership plan. The document for this can be found at [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox).
- Present training to members on how to talk about Kiwanis to potential members – consult with the club president to make practice an ongoing event at meetings.
- Order membership application and club brochures. Items can be ordered for free at [kiwanis.org/store](https://www.kiwanis.org/store) under "Literature".

THROUGHOUT THE 2024-2025 KIWANIS YEAR

Checklist

- All new members are provided new member orientation – to be conducted prior to actual joining is preferred.
- Follow-up on all leads for new members.
- Do exit interviews with all members to determine why they are leaving the club.
- Work with club leadership to provide a strong Kiwanis experience for all members.
- Encourage all members to invite prospective members to club events.
- Keep all prospective member information in stock to share.
- Follow-up with members not attending meetings, to determine how to keep them involved in the club.
- On-going recognition of member accomplishments and important life events.
- Send new member information and money to Kiwanis International immediately.
- Conduct induction ceremony for all new members.
- Track and inform the club of your progress on the club's membership plan.

OCTOBER-DECEMBER 2024

Checklist

- Provide Kiwanis education to all club members at a club meeting.
- Plan a social event during the first quarter of the Kiwanis year. Take the time to ensure members all know each other and feel a part of the club.
- Follow up after the event with Thank You notes to all who attended, include an invitation to join the club for an upcoming service event.
- Work with your club president to submit your club's official membership plan to Kiwanis International before October 31. For more information and the link to the form you need to fill out, visit [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox).

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JANUARY-MARCH 2025

Checklist

- Work with your Service Leadership Program advisors to hold joint events with your program members and their parents or guardians. Use this celebration of partnership and support to also encourage others to join your club. This could be installations of officers, scholarship awards, or joint service projects.
- Continue to follow up with all people who have shown interest in more club involvement.
- Take the opportunity on or around the Kiwanis birthday to plan a large fun, fellowship and recognition event to celebrate your members and their contribution to the community. Invite past members, supporters and partners to celebrate the club's impact and successes.

APRIL-JUNE 2025

Checklist

- On April 1, call in your club membership numbers to Kiwanis International for World Reporting Day. More information on this event can be found at kiwanis.org/club-toolbox.
- Work with your service chair to start planning for a large service project to use as a membership event.
- Get all members to recommend the names of people who would be good members for your club.
- Use the Host potential members tool to help you prepare for a visit day or open house. Find this tool at kiwanis.org/acetools.
- Prepare the club for the event.
- Follow up from event to ensure all interested parties join the club.
- Begin working with your successor so that they can be prepared for their year.

JULY-SEPTEMBER 2024

Checklist

- Make follow-up calls or have in-person conversations with people who have shown interest in the club to see if you can get them to join before the end of the year.
- Have in-person conversations with any members who may be thinking of dropping their membership to try to keep them involved.
- Conduct a membership contest amongst the membership to bring in more new members.



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