Ohio District of Circle K International (ODCKI) 2024/2025

Club Committee Chair Training

ODCKI SpOT 2024

Note:
All underlined phrases contain links to intended content to help save time and answer questions

Club Training Notes

All slides will be delivered to ACTIVE ODCKI Clubs for proper officer trainings.

If you have any questions, please reach out to governor@ohiocki.org

Club Committee Chair Training Agenda

- Introduction
- Overview/Responsibilities
- Committee Positions
- Term Guidelines and Timeline
- Delegation

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Introduction

- Name
- Club
- Position
- Year in School
- Favorite Color

Overview / Responsibilities

Club Committee Chair Overview

- A Committee Chair can be a wide variety of different roles, based on the clubs needs.
- A committee chair position is a great role to start into because it gives you knew responsibilities but is not as time consuming as an officer role.

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Club Committee Chair Responsibilities

The committee chair coordinates all committee activities. Duties include:
- Upon appointment, r**eviewing the committee's purpose and responsibilities with the vice president**.
- **Asking** for **clarification** and **further direction** as **needed**.
- **Detailing** the **committee's responsibilities**.
- **Providing each** committee member with the **detailed responsibilities**.
- **Orienting members** to the **committee's purpose** and **goals**.
- **Planning project strategy** for **each task**.
- **Conducting at least two committee meetings monthly**.
- **Discussing progress**, **outlining activities** for the coming months and **delegating tasks**.
- **Reviewing activities** and **achievements** of **past committees**.
- **Considering recommendations** made for **future programs**.

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Committee Positions

Committee Positions

Committee positions can very from **event planning**, **helping** with **social media**, **planning service events** or **helping** to **plan your signature projects** for the year.

Committee Examples (but not limit to):
- Retention and Recruitment Chair
- Social Chair
- Service Chair
- Club Historian
- Signature Events Chair
- DEIJ Chair
- K-Fam Chair
- Tech Chair

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Make Your Own Committee

If no other offered committees interest you, **make your own committee!**

You can make your own by:
- Finding a need within your club
- Discussing with your Club President and Vice President
- Making goals and plans for the chair position

Finding a Need in Your Club/Community

It is very important to **find** a **need** for your **chair!**

If there is no need then there are other areas that need more improvement.

You can find a need by:
- Talking to other club members
- Looking at community needs
  - Kiwanis Community Outreach Report
- Finding ways to improve the club

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Term Guidelines and Timeline

Term Guidelines and Timeline

It is recommended that committee chair terms last from the beginning of the fall term to the end of the summer term.

- This allows for you to be the connecting piece between boards and

- Allows for continuous planning and goal setting for your term and into the next

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Frequency of Meetings

You must have meeting with your committees and executive board **at least twice a month** OR **attend executive board meetings**.

- Must provide updates for planning and recent actions

- Establish a plan for upcoming events and future

- Find ways to hear from other club members and what they want from the club

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Project Management

Delegation of Tasks

In order to work as efficiently as possible, work with your other club officers for establishing plans and tasks:

- **President/Vice President**: Scheduling
- **Secretary**: Noting all processes done for your event and data collected.
- **Treasurer**: Budget planning for event
- **Bulletin Editor**: Event put into club or district newsletter and posted on social media

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Monthly Reports

When **meeting** with **executive board**, it is **important** to have **all necessary details** recorded for smooth planning.

Important event information would be:
- Location
- Date and time
- Event partners (Organizations, groups, people, etc.)
- Needed materials
- Cost (if any)
- Required number of people
- Additional information

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Summaries of Events

After an event has occurred, you must **record information about** the event for **future planning**.

- Ensures continuation of success
- Provide this information to your club secretary

Information to record:
- Location
- Date and time
- Number of attendees
- Cancellations (if any)
- What went well?
- What went wrong?
- Future improvements

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Questions?

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SMART Goals

What are SMART Goals?

Specific	• A specific goal has a much greater chance of being accomplished than a general one. • To set a specific goal, answer five detailed questions: who, what, where, when, why.
Measurable	• Establish concrete criteria for measuring progress (including target and completion dates) toward attaining each goal. • When you measure progress and reach target dates, you stay on track for success.
Attainable	• When you identify your most important goals, you begin to figure out ways to make them come true. • You develop the attitudes, abilities, skills and financial capacity to reach them.
Realistic	• To be realistic, a goal must represent an objective toward which you are willing and able to work. • A goal can be both ambitious and realistic; you are the only one who can decide how high to aim. • Be sure that every goal represents substantial progress. • A high goal is frequently easier to reach than a low one, because a low goal exerts low motivational force.
Timeline	• Create a timeline for implementing your goals step-by-step. • Setting deadlines motivates people and ensures projects are done on time and on budget. • Make sure the timeline is realistic and flexible to ensure the goals can be achieved.