

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

Club President Training

ODCKI SpOT 2024



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

Note:

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

Club Presidents Training Agenda

- Introduction
- CKI Structure
- Divisions
- Lieutenant Governors (LTG's)
- Duties / Responsibilities
- Term Overview
- Duties
- Meetings
- Delegate
- Questions

Introduction

- Name
- School
- Year in School
- Favorite Color

Overview/Responsibilities

Club President Overview

As your club's chief executive officer, the president is responsible for the overall management of the organization.

- While the president is not responsible for performing every club maintenance task, such as submitting dues, they are responsible for ensuring they are completed.
- Club presidents coordinate the work of the other officers, assign tasks and track progress.

To ensure a successful year, the president should clearly define club expectations, outline goals and specify tasks to accomplish.

- The president delegates tasks to fit a club member's interests and skill level
- The president's enthusiasm sets the tone for the club; if the president is excited about the club's activities, club members will be motivated to achieve goals.

Club President Responsibilities

- Guide the board of officers in setting club goals. Goals keep board and club members focused and passionate about what they are doing.
- Communicate goals to members.
- Maintain the club's focus on priorities specified in the goals.
- Identify a club committee structure to best achieve goals.
- Appoint chairs to committees based on member strengths and interests.
- Recognize member accomplishments at club meetings and other campus events.
- Educate yourself about CKI governing documents.
 - You should be familiar with club, district and international bylaws.
- Educate members about opportunities available through the Kiwanis family.
- Prepare for and preside at all club and board meetings.
- Plan club and board meeting agendas in advance.
- Attend committee meetings and Kiwanis club meetings as often as possible.
- Represent the club and its views at all district and international events.

Club President Responsibilities

- Participate in club service projects, interclubs and social activities.
- Evaluate club progress toward established goals.
- Communicate club progress to the sponsoring Kiwanis club and the district through regular correspondence.
- Monitor the activities of all officers and provide guidance to assist them in accomplishing their responsibilities.
- Train officers to fulfill their duties and work with the vice president to train, monitor and guide committee chairs.
- Motivate club members to participate in club activities.
- Establish a climate of enthusiasm, openness and concern. The best way to get club members excited about CKI and service is to show your enthusiasm and dedication.
- Recruit and retain members in conjunction with the recruitment and retention officer.
- Ensure that all members are active and involved.
- Submit reports to the district and international office upon request. While you may delegate this task to another officer, you must ensure that all reports are completed and sent.
- Coordinate officer elections. To ensure that elections run smoothly
 - Robert's Rules of Order should be followed.
- Ensure a smooth transition for incoming officers by keeping files and reports in order.
- Assist in training incoming officers and ensure club officers do the same. Make sure that newly elected officers are trained (by the club and/or the district) and ready to run the club in the upcoming year.

Club President Weekly Roles

- Create an agenda for each club meeting.
- Conduct club meeting.
- Follow up with officers to verify progress.
- Communicate club activities to officers and club members.
- Contact delinquent members.
 - While email is great for quick communication, a phone call or personal letter can make a much greater impact on a member.
- Consult with the faculty advisor and Kiwanis advisor on club activities.
- Attend Kiwanis club meeting.

Club President Monthly Roles

- Create agendas and conduct board meetings.
- Distribute information and newsletters received from the international office and district officers.
- Ensure that all monthly reports are submitted accurately and on time.
- Follow up with the treasurer to ensure that new member dues have been submitted.

Club President Annual Roles

- **Pursue a net increase in membership.**
- Obtain information and assistance from immediate past president, faculty advisor, and Kiwanis advisor.
- Review all literature and resources available from the district and international levels. Materials can be found on the CKI website.
- Establish active CKI/Kiwanis relations.
- Appoint committee chairs and special positions.
- Conduct officer elections.
- Submit award forms for district and international contests.
- Ensure that delegates attend district and international conventions.

Club President Special Roles

Each person joins CKI for specific reasons.

- Understanding those reasons will enable you to encourage enthusiasm in club activities.
- When you identify what motivates and inspires members to serve, it enables you to find the right people to do the work.

Term Overview

Summer 2024

- Major planning for fall! (start planning meetings and any big events/projects)
- Goals for the year
- Spring Officers Training
- Start thinking about dues pricing
- Meet as a board during the summer to plan events for the fall

Fall 2024

- Club Recruitment
- Dues
- New Member Installation
- Make sure you get to know your new members!
- Fall Rally
- Promote club committees
- Plan consistent general meetings

Term Overview

Winter 2023

- Ensure dues are paid
- Continue to recruit members
- Elections process begins
- DCON Awards
- Identify your successor

Spring 2024

- Spring Organization Fair
- Elect new board
- District Convention (DCON)
- Train new board
- Club Banquet
- Re-register your organization with the university
- International Awards
- International Convention (ICON)

Delegation Tips

Delegation can be difficult, but to have a strong and effective club, you must learn how to delegate and share the workload.

1. Identify the task to be accomplished and its expected outcome.
2. Identify the skills and personal characteristics necessary to accomplish the task (i.e., public speaking, written communication).
3. Outline the facets of the project that will be rewarding personally to the member.
4. List individuals with skills necessary to accomplish the task.
5. Match the project to a qualified and interested individual.
6. Specify the details. Be very clear about task requirements and rewards, but allow the individual the liberty to choose how to achieve the desired outcome.
7. Provide adequate and ongoing feedback. As you monitor progress, provide encouragement and additional guidance if necessary.

Your Board's Responsibilities

Vice President

- Responsible for the club in the absence of the club president and should assist the president and other officers with their duties.
- Therefore, the vice president must be current on all club activities and understand the president's responsibilities.

Secretary

- Manages all club records and documents details important to club operation, including meeting minutes and attendance at club and board meetings.

Treasurer

- Works closely with the club secretary to coordinate the collection and disbursement of money.
- Accurate record keeping is imperative to this position.
- The treasurer needs to learn the university's procedure for collecting and disbursing club monies.
- In many cases, the university requires all club transactions to go through its business office.

Bulletin Editor

- To create periodic publications, newsletters or other communications to inform your members about events, important dates and board activities.
- A good newsletter will motivate members who have not been attending club meetings to participate in club projects.

The faculty advisor serves as a liaison between the school and the club.

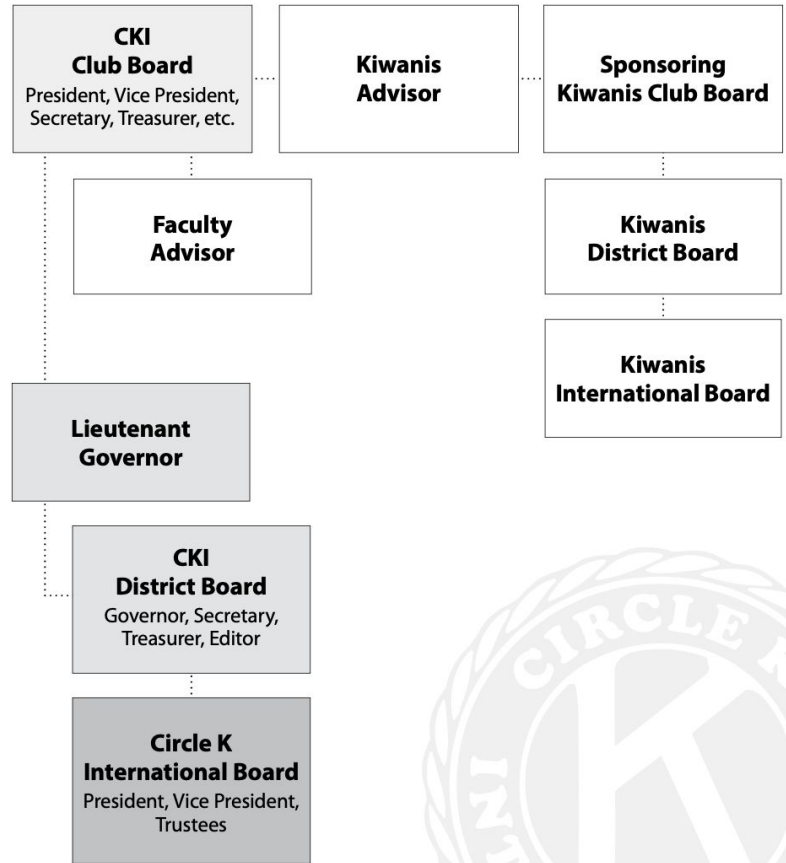
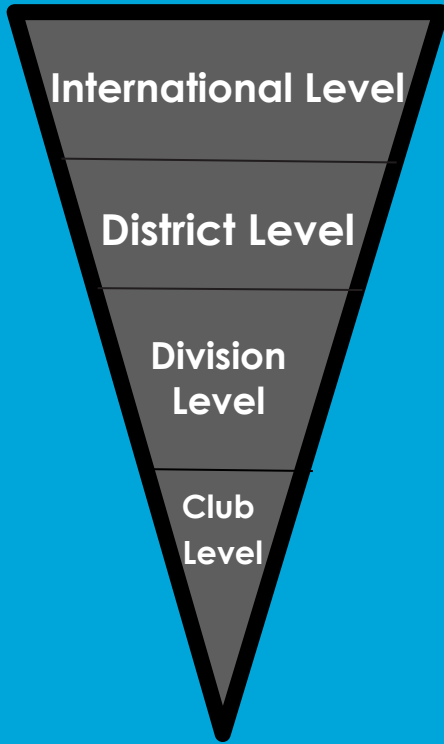
The most critical role of the Kiwanis advisor is to be a liaison between the sponsoring Kiwanis club and the CKI club.

Your Club Advisors

- Involve your Kiwanis and Faculty advisors
 - Invite them to board meetings, general meetings, and projects
 - Include them in emails, GroupMe, and group chats (if they are comfortable)
- Listen to your advisor's feedback and guidance
 - Sometimes it may not be something you want to hear... but that's the fun thing about growth and leadership!
- Meet regularly with your advisors to gain mentorship and to develop your leadership skills

CKI Structure

CKI Structure



The Club Level

The club is the first and most important level of CKI.

- Without the clubs, there would be no need for the district and international levels.
- The club level is where the mission of CKI is realized. Clubs are the heart of CKI's service.
- The other levels exist to provide consultation and develop program materials that assist and support club members in attaining service and leadership development objectives.

The District Level

CKI is divided into districts that are either a state, a combination of states, provinces and/ or countries.

- They are regionally identified.
- The district's main function is to develop and maintain clubs within the specified region.
- The governor serves as the district's chief spokesperson and leader.
 - Other district officers include the secretary, treasurer (or secretary/treasurer), editor and lieutenant governors.

The District Level: Divisions

Districts are further broken down into divisions managed by lieutenant governors.

- The **lieutenant governor** services the needs of division clubs by **visiting, counseling, assisting, getting clubs involved** in district and division projects and **evaluating club progress**.
- As each **club's primary liaison** to the **district**, the lieutenant governor can **share ideas** and **recommend strategies** for **club management issues**.

ODCKI Divisions

Division	Lieutenant Governor (LTG)	Clubs in Division
Buckeye Trails		Shawnee State University
Capital		The Ohio State University Capital University Ohio Wesleyan University
Erie	Alex Ritter	Bowling Green State University University of Toledo The Ohio State University Lima Tiffin University Ohio Northern University
River Hills	Ashley Reynolds	Minami University University of Cincinnati
Western Reserve	Ethan McKinney	Baldwin Wallace University

CKI District Development

Each district offers leadership development and social opportunities and carries out a district-wide project, in which each club is encouraged to participate.

- The district conducts rallies for the clubs in each division and sponsors two conferences: leadership training in the fall (Fall Rally) and a district convention in the spring (DCON).
- As many club members as possible should attend their district convention.
- Each club is allowed two voting delegates to elect new district leadership, share input, vote on district bylaw amendments and determine the district's future.

District Engagement

- **Attendance and Promotion of District Events.**
 - Spring Officer Training
 - Fall Rally
 - District Convention
 - Monthly Fellowship Zooms
 - June 5th
- **Attention to District Updates.**
 - Meet with Board of Officers to discuss updates.
- **Supporting the District Project.**
 - Decided at the board meeting immediately after SpOT.

District Engagement

- **Engaging with District Social Media.**
 - Resharing Posts
- **Attendance at District President Forums.**
 - First one will be July/August.
- **District Board Meetings.**
 - Engage with what is happening at the district level.
 - Attendance encouraged.
 - Give Input.

The International Level

The final level of CKI is the international level!

- The CKI International Board of Trustees is composed of the president, the vice president and seven representatives.
- These students administer the organization at the international level.
- They identify critical issues facing CKI and evaluate strategies to help support the organization's mission.
- The international board sets CKI policies, develops service initiative programs and advises and educates the districts.

International Involvement

The international board consults with each district governor to assist with district management.

- International representatives serve as liaisons between the district and international levels.
- The council of governors meets annually with the CKI International Board of Trustees to discuss the state of the organization.

International Convention (ICON)

As many club members as possible should attend the annual CKI international convention.

- Each club is allowed two voting delegates to elect new international leadership, share input, vote on amendments to the international bylaws and determine the future of CKI.

More than Only Students

The Kiwanis International Office in Indianapolis, Indiana, also maintains a team of employees designated to work solely for Kiwanis service leadership programs.

- It develops service program materials, processes dues and membership information, creates leadership development literature, manages the international budget and forwards mailings to clubs, faculty advisors and Kiwanis clubs, among other tasks.

All Together...

Though the structure of CKI is complex, it is designed to ensure that members receive adequate support for their organizational activities.

- The organizational structure has been developed so all levels are interrelated and interdependent.
- Although each level retains autonomy in operation and decision-making, **all three levels of CKI must interact to realize the Objects and Vision of the organization.**

Kiwanis Family Structure

Kiwanis Family (K-Fam) Structure

CKI, Key Club International, Builders Club, K-Kids and Aktion Club are service leadership programs of Kiwanis International.

- All branches of the Kiwanis family work to accomplish the same goals and objectives.
- As the six organizations coordinate their community service endeavors, the impact they make together is tremendous.
- **Your club should seek out opportunities to work with all branches of the Kiwanis family through inter-clubs and joint projects.**

Kiwanis Kids Programs

Terrific Kids

- A character-building program
- Ages 6-12

Bring Up Grades (BUG)

- Empowering kids in their academic success
- Ages 6-12

K-Kids

- Where young leaders learn to help others
- Primary/elementary school

Kiwanis Teen Programs

Key Club

- Learning to lead with compassion
- Secondary/high school

Builder's Club

- Building self-esteem at a pivotal age
- Middle/junior high school

Key Leader

- A life-changing leadership weekend
- Ages 14-18

Kiwanis Adult Programs

Aktion Club

- Where development has no disability
- Adults with disabilities

The Kiwanis-CKI Relationship

Kiwanis International is the parent organization of CKI (university), Key Club (high school), Builders Club (junior high/middle school) and K-Kids (elementary school).

- For a CKI club to exist, a Kiwanis club must sponsor it and agree to make both a financial and programming commitment.
- The objects of CKI and Kiwanis are parallel, and both organizations share the same motto: "Serving the Children of the World."

Kiwanis-CKI Basics

The CKI club and the Kiwanis club share certain responsibilities. Each club needs to fulfill these basics:

- 1.) Maintain a committee of Kiwanis members to advise and counsel the club. The committee chair serves as the club's Kiwanis advisor and is responsible to the Kiwanis club for all CKI activities.
- 2.) One member of the sponsoring Kiwanis club should attend each CKI club meeting and encourage CKI members to attend each meeting of the Kiwanis club.
- 3.) Work with the CKI district board of officers and district administrator to ensure that all newly elected club officers receive training and education and that the club maintains an appropriate activity level.
- 4.) Provide for the club's financial stability by helping to implement sound fiscal policies, prepare responsible budgets, maintain accurate records and plan and operate needed fundraising activities (unless the school prohibits them).
- 5.) Complete and deliver district and international forms, reports, dues and sponsorship fees on or before the required date.

Kiwanis-CKI Basics Cont.

6.) Maintain an active club membership at charter strength or above.

7.) Make certain that effective educational programs are presented to CKI and Kiwanis membership on a regular basis.

8.) Encourage attendance at all district and international events by CKI members and Kiwanians.

9.) Recognize that sponsorship is a continuous endeavor.

10.) Training club officers is the No. 1 priority. CKI makes available Club Leadership Education materials that Kiwanis clubs should use to train club officers.

Sponsoring Kiwanis Club

Your Kiwanis club will share its expertise and a historical perspective with new officers and members.

- For this relationship to work, both clubs must understand all expectations.

Meetings

Club Meetings-Before

During the summer:

- Plan out the meetings for the fall semester
- Book rooms ahead of time
- Create a budget if supplies are necessary

Meet as board to plan club meetings

- Ensure all board members can attend to contribute their ideas
- Decide if it should be a service, social, or invite a speaker

Create an agenda

- What activity will you be doing?
 - Service Project
 - Leadership Development
 - Fellowship

Communicate time and place beforehand

- GroupMe
- Email
- Social Media

Assign Responsibilities

- What will the other officers do?
 - Powerpoint
 - Planning the activity
 - Sit with other members
 - Supplies
 - Set up/clean up

Club Meetings-During

- **Greet and learn names of members**
 - Thank them for coming
- **Sit with members**
- **Provide a way for members to give feedback**
 - Attendance Google Form
- **Meaningful Activities**
 - College students are busy make sure what you are doing is meaningful
- **Have instructions available for service projects**

Club Meetings- After

- **Send out a thank you to everyone that could make it and a form for your upcoming events**
- **Send out the information you shared at meeting with members.**
- **When you have new members text or email follow up with them.**
 - “Hi, this is (insert name) from Circle K, I wanted to say it was great to meet you at the meeting, I hope you will join us at a future meeting. Let me know if you have ever have a questions.”

Board of Officers Meeting

- **Opportunity to touch base with your officers.**
 - Try to offer small forms of fellowship during board meetings to maintain relationships
- **Frequency of the meetings is up to you.**
 - Ensure all board members can attend!
 - Weekly
 - Bi-weekly
- **Agenda Items (Work with board for these)**
 - Past/Upcoming Meetings
 - Club Officer Updates
 - Past/Upcoming Events
 - District/International Events/Responsibilities
- **Support your officers wherever they may need help with.**
 - Regularly check in with them and don't assume anything...
 - We should refrain from assuming that people have common sense and instead prioritize clear communication, training, and support to ensure shared understanding and alignment within our teams

Kiwanis Meetings

- **Build a relationship before you ask for money**
 - Attending meetings and events is good to building that relationship
- **Asked to give updates**
- **Network with Kiwanians**
- **Guide of what to what include**
 - Upcoming Events
 - Big Accomplishments
 - Anything you may need help

Recruitment & Retention

Recruitment

Develop ideas early on in the year at spring or summer board meetings to ensure you have plans prepared for the fall semester.

- Ensure members are prepared before a recruitment event. Ensure they know what to say and how to effectively recruit members.
- Be a personable leader by being down to earth and being able to relate to others.

Recruiting Event Etiquette

- Be sure to show interest in them as a person first, then talk about CKI. This will help make them feel important to the organization.
- Students may be interested in visiting other club tables and learning more about other clubs as well. Give your spill, but don't try to keep them at your table for too long unless they provide a clear indication that they want to talk more. Pay attention to body language.
- An elevator speech, also known as an elevator pitch, is a brief, persuasive speech that outlines who you are, what you do, and what you offer, typically delivered in the time it takes to ride an elevator (approximately 30 seconds to 2 minutes).

Recruitment

Recruitment Fair Planning

- Book your table at your campus recruitment fair in advance
- Work with your board to design a game plan to recruit members and to form a budget for necessary supplies
- Plan the day of recruitment
 - **Supplies:** Who is purchasing supplies? Supply examples: Poster board, table cloth, handouts, sign up sheet/Google form qr code, snacks, etc. Who is going to design the poster board?
 - **Set Up:** Who is going to help set up? Who is bringing what supplies?
 - **Running the table:** Who is going to help run your recruitment table? Make sure they are educated on creating elevator pitches! Also, make sure they know the goal of the table and that they need to present a welcoming attitude.
 - **Clean Up:** Who is going to help clean up? Where will the supplies go after?
 - **Contacts:** Who will contact the prospective members? What are you going to invite them to? How will you get them to attend your future events?

Tabling Ideas

- Eye-Catching Display
- Interactive Activities
- Freebies and Giveaways
- Informational Materials
- Membership Sign-Up
- Interactive Technology
- Theme Days or Events:
- Engage with Passersby

Recruitment

Effective Methods

- By reaching out to prospective and new members individually, they are more likely to be involved and to attend events and service projects. Doing this can also initiate lifelong friendships that will keep members coming back.
- Have themed meetings that follow our tenets to get members excited and to encourage them to attend.
 - Service meeting: Do a service project
 - Fellowship meeting: Have a social event
 - Leadership meeting: Host a resume workshop, career building workshop, bring in a Kiwanian to speak, etc.
 - For more information on the First Year Ambassador Program, visit <https://www.circlek.org/resources/first-year-ambassador-program/>

Tips and Tricks

- Students are more inclined to attend an interest meeting since it does not require a commitment but rather is an opportunity for them to learn more about the organization.
- Request your school and local newspapers to cover outstanding service projects in order to help spread word about what CKI does.

Retention

Member Shoutouts / Member of the Month

- When giving member shoutouts, ensure to give one to a new member and one to a returning member.
- Host a leadership-themed meeting well before elections to encourage people to run for office at **all levels** and to help them understand what the positions entail.

Strong Club Leadership

- If you expect others to be present, you must also be present as a leader.
- Don't forget to serve in your community and to attend home club meetings.

Retention

Tips and Tricks

- On this Excel spreadsheet, have different tabs labelled “Meetings,” “Service Projects,” and “Socials,” for example.
- A shared calendar will help members stay up to date on upcoming events and will help them plan. Members are more inclined to attend events when they know the club’s schedule.
- Create a Linktree for any important links to make it easier for members to access these links.
- Have a raffle system to encourage participation. For example, people who bring a friend to a meeting can be entered into a raffle to win a prize.

Retention MATTERS

Things you and your board can do...

- Understand Member Needs
- Create a Welcoming Environment
 - Welcome people, learn their names, sit by them, truly get to know them
- Offer Diverse Programs and Activities
- Provide Opportunities for Leadership and Involvement
- Communicate Effectively
- Provide Recognition and Appreciation

Retention MATTERS

Monitor and Evaluate Retention Efforts

- Regularly track membership trends, retention rates, and engagement metrics to assess the effectiveness of your retention efforts
- Identify areas for improvement and adjust your strategies accordingly based on member feedback and data insights.
- By continuously monitoring retention efforts, you can proactively address challenges and optimize retention strategies to ensure long-term member satisfaction and loyalty.

Questions?

SMART Goals

What are SMART Goals?

Specific	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.