

## Officers, Directors and Standing Committees

### The Board of Directors

The board of directors meets at least once a month and at the call of the president or by call of a majority of the board of directors.

The Standard Form for Club Bylaws is the reference for board responsibilities:

#### Membership - Articles III, IV

- Procedure for admitting members
- Senior and honorary membership
- Resignations

#### Discipline - Article V

- Suspension and reinstatement of membership

#### Structure - Articles VII, XI

- Board member qualifications
- Board responsibilities (determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, general management of the club\*)
- Club and board meetings

#### Policies and Procedures - Articles XI, XII, XV, XVII, XVIII, XIX

- Approve length of club meetings for special occasions
- Determine date of annual meeting for election of officers
- Oversee filling of club officer vacancies
- Review and approve International and district reports
- Pay dues and other obligations to International and the district
- Provide funds for expenses of convention delegates
- Provide representation at International and district meetings
- Consider public questions or proposed legislation following review by the committee on community services
- Determine revenue sources for approval by members
- Adopt budget by October 1 (no later than October 15)
- Provide audit of club's books of account
- Determine the official depository
- Designate substitute to sign checks
- Assign duties to the vice-president

\*Every member of the board (not just the president and secretary) should evaluate club performance continuously: board functioning, committee functioning, the functioning of individual officers, the club meeting, membership growth, Kiwanis education, financial management, public relations, achievement by service committees, attendance, relationships with its sponsored program organizations, reports, and everything else suggested by the phrase "the general management of the club" (Article VII, Section 4). Then, when the board meets, the reports of the secretary, treasurer, and committee chairmen and the review of the Official Monthly Report will not be routine items on the agenda. Rather, they will provide opportunities for every board member to express commendations, concerns, or recommendations. A board meeting then becomes an evaluation session, and the board will carry out its role of "general management of the club" by taking appropriate action if the need for action is apparent.

**President**

Kiwanis International Administrative Manual for Kiwanis Leaders:

The club president shall: (10/96)

- A. Plan in advance and preside at club and board of directors' meetings. (1/92)
- B. Lead a well- managed and interesting club meeting that opens and closes on time and has a variety of programs of interest to club members. Periodic meetings or recreational activities with spouses (or families) should also be held. (10/96)
- C. Have an aggressive year-long membership recruitment and retention program, with monthly and quarterly goals. (1/92)
- D. Have an effective pre-induction education program for new members, stressing membership responsibilities, benefits achieved by active involvement in service activities, and the need for regular club meeting attendance. (1/92)
- E. As an ex-officio member, attend as many committee meetings as possible, monitoring the progress of each committee to make certain that goals and objectives will be achieved. (1/92)
- F. Make certain that all new members are assigned to one or more committees and become actively involved in club activities. (1/92)
- G. Assure that there is a proper accounting of club finances, including the separation of administrative and service funds, and that the club's financial records are audited annually. (1/92)
- H. Cooperate with the lieutenant governor, district governor, and district and International Offices on all Kiwanis matters, and handle all correspondence and communications promptly. (1/92)
- I. Make certain that all required club reports are filed with the district and Kiwanis International in a timely manner. (1/92)
- J. Have a close working relationship with, and make certain that the club carries out its responsibilities to, any sponsored youth organization. If the club does not sponsor such an organization, consider sponsoring one. (1/92)
- K. Determine if a nearby community or area lacks a Kiwanis club, and lead or participate in the building of a new Kiwanis club. (1/92)
- L. Attend the International Convention, district convention and conferences, and division council meetings. (1/92)
- M. Make certain the club is well represented at the International Convention, as well as the district convention, conferences, and events. (1/92)
- N. Promote inter-clubbing. (1/92)
- O. Orient the president-designate regarding duties as the club's next chief executive officer. (1/92)
- P. With the president-designate, arrange a joint meeting of the incoming and outgoing boards of directors for the purpose of providing a smooth and effective change of administrations. (1/92)
- Q. Ensure the club's full participation in service initiatives, including the Young Children: Priority One program. (10/96) (322)

Kiwanis International Leadership Guide:

During the next 16 months, you will be planning, organizing, and carrying out a diverse set of responsibilities associated with your role as the club's chief executive officer. Many of these leadership responsibilities are listed below. Be assured that everyone in your club wants you to be successful. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill. Remember, "planning and preparation count" and "enthusiasm is catching." Your basic duties are prescribed in the Standard Form for Club Bylaws, Article VI.

**Duties and Responsibilities**

- **Appointing/Delegating** — Take great care in the appointments you make and in delegating tasks.
- **Attending** — As an ex-officio member of all committees, attend as many committee meetings as possible (but let the chairmen run their meetings). You are a significant role model - attendance at regular club meetings, board meetings, and all club activities is crucial. Attend, and encourage others to attend, the International convention and all division and district functions.
- **Budgeting** — Make certain the budget is completed and approved by the board by October 1. Track it monthly. See that the books are audited externally or by internal appointees at the end of the administrative year.
- **Communicating** — Communications need to be clear, and everyone in the club needs to be linked into the communications flow.
- **Education** — Club officers, board, and committee chairmen must clearly understand and carry out their responsibilities throughout the year.
- **Evaluating** — Ongoing analysis of club meetings and operations leads to continuous improvement in the club.
- **Goal Setting for Results** — Goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- **Monitoring** — Continuously monitor the club's progress toward goal accomplishment and the activities/responsibilities of all officers and appointees.
- **Motivating** — Establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- **Presiding** — Make certain that each club and board meeting is wellplanned and organized, flows smoothly, ends on time, and that each member has great fun and fellowship. You are responsible for agenda setting and for making certain the vice-president is prepared to take control in your absence.
- **Problem Solving** — Make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
- **Recruiting/Retaining** — Make certain all members are active/involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly/monthly goals to be achieved. Make certain new members understand Kiwanis before induction and are actively involved immediately after induction.
- **Reporting** — The club president bears ultimate responsibility for meeting the reporting requirements of the district and Kiwanis International. Most reports are sent to the club secretary to be completed with the club president.

**Report Due Dates**

Official Monthly Report 10<sup>th</sup> of following month

Semiannual club membership statement 1<sup>st</sup> half-October 1 for dues and magazine subscriptions 2<sup>nd</sup> half - April 1

Certificate of Election of 30 days preceding the Delegates and Alternatives International convention

Annual Report of Club Election June 1

Verification of president's September 30 sponsorship of two new members (no report form)

Annual Club Report October 15

- **Succession** — Prepare next year's president for duties as the club's chief executive. Encourage him or her to attend the Club Leadership Education Session.

**To support the lieutenant governor, the president should:**

- Invite the lieutenant governor to attend club meetings.
- Establish and reach goals that will enable the lieutenant governor to reach division goals in membership growth, convention attendance, etc. The lieutenant governor's record and achievement depend upon the record and achievement of each club in the division.
- Seek the lieutenant governor's counsel when there is a problem to be solved or when help is needed to capitalize on an opportunity.
- Be appropriately represented at special meetings, such as a division council and the official visit of the governor.

## Kiwanis Club of Glendale

### Policies and Procedures Manual

### Duties and Responsibilities

- See that the Official Monthly Report and all other reports are filed promptly.
- Have full delegate representation at the district and Kiwanis International conventions.
- Operate according to club bylaws, district bylaws, the Kiwanis International Constitution and Bylaws, and International Board Policy.
- Ensure effective sponsorship of Key Club, Circle K, Builders Club, Aktion Club, and K-Kids.

\*\*\*The position of lieutenant governor merits the respect of all club members.

A common club courtesy is to pay for the lieutenant governor's meal.

### President-elect

Kiwanis International Administrative Manual for Kiwanis Leaders:

The club president-elect, prior to October 1, shall: (10/96)

- A. Study the club president's leadership materials, make use of information available from Kiwanis International, and attend the International, district and divisional leadership training conferences. (1/92)
- B. Confer with the current president, club officers and committee chairmen on the club programs of service and administration. (1/92)
- C. Attend the International Convention, district conferences and conventions, Club Officer Training, and division council meetings. (1/00)
- D. Supervise the club's annual community analysis to determine the community needs and programs of club service to recommend for next year's implementation. Be certain to include new projects and some that carry out the Young Children: Priority One program. (1/93)
- E. Appoint club committee chairmen and members who will carry out the club's administrative responsibilities and/or service projects. Make certain that all members of the club, and especially new members, are involved, and that members are not continually reappointed as chairman or a member of the same committee. (1/92)
- F. Be actively involved in the preparation of the annual club budget to properly plan for proposed programs of service and the necessary fund-raising activities. (1/92)
- G. Set goals and objectives for the coming year and recommend their adoption. (1/92)
- H. Hold the president's training conference for club officers, directors, committee chairmen and members. (1/92)
- I. Make arrangements with the lieutenant governor (and spouse) to attend and be the installing officer at the installation of club officers. (1/92)
- J. With the president, arrange a joint meeting of the incoming and outgoing boards of directors. (1/92)
- K. Supervise an annual analysis of the club, including the club's ability to meet the needs of its members and community. (10/96)

### Vice-Presidents

Kiwanis International Leadership Guide:

Your basic duties are prescribed in the Standard Form for Club Bylaws, Article VI.

- Preside at club meetings in the absence of the president.
- Attend board of directors meetings.
- Preside at board of directors meetings in the absence of the president.
- Perform other duties as pertain to such office or as may be assigned by the president or the board of directors.

Time spent working with the president will provide insight on the following year's duties.

Attendance at the division education conference, division council meetings, and district and International conventions will help prepare the president-elect to assume the leadership role of president.

## Treasurer

Kiwanis International Leadership Guide:

The treasurer should cooperate fully with the club secretary to coordinate financial responsibilities. Knowledge of bookkeeping and accounting would be an asset to the club treasurer.

Your basic duties are prescribed in the Standard Form for Club Bylaws, Article VI. Duties assigned to the treasurer may vary slightly among clubs. The secretary is responsible for collecting all funds due to the club and for keeping the records of membership fees and dues, unless these responsibilities are delegated to the treasurer. Usually the treasurer is given the responsibility to:

- Receive all funds paid to the club and promptly deposit them in the official depositories.
- Disburse funds on order of the board of directors.
- Maintain the club financial accounts and records.
- At all times, make available for inspection by the president, the board, or any authorized auditors, the financial accounts and records of the club.
- Make a financial report to the board monthly, at the annual meeting of the club and at such other times as the president or board may require.
- Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the president or board.

*Optional: The following provision may be added:*

- Give bond in such form and amount as may be required by the board.

It also is recommended that the treasurer prepare for distribution to all members an annual summary statement of income and expenditures so they may have a clear idea of how funds are used and of the club's financial status at the end of the administrative year.

## Secretary

Kiwanis International Leadership Guide:

The secretary's role in handling club affairs is very important if the club is to run smoothly, and it includes working closely with the president and board of directors. Bylaws provide that the secretary is an officer of the club and a member of the board of directors, entitled to participate in all board discussions and to vote on any question put to vote by the presiding officer. Basic duties are prescribed in the Standard Form for Club Bylaws, Article VI.

- When secretary-designate, attend Club Leadership Education.
- Keep the club books and records, including membership and attendance.
- At all times, make the club books and records available for inspection by the president, the board of directors, or any authorized auditors.
- Keep minutes of the meetings of the club, board, and committees.
- Present all bills to the board for approval.
- Submit to the proper officers, committees, or members all communications received from Kiwanis International or the district.
- Promptly reply to correspondence and submit all official reports required by Kiwanis International or the district.
- Submit reports to the club at such times as the president or board may require.

## Kiwanis Club of Glendale

### Policies and Procedures Manual

### Duties and Responsibilities

- Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the president or board.
- Place club orders for supplies (or designate another individual to do so).

Option: The following provision may be added:

- Give bond in such form and amount as may be required by the board.

The following are recommended as files to be currently maintained by the secretary:

Annual Club Reports of past years\*  
Board correspondence  
Board meeting minutes\* / \*\*  
Club bulletins\*  
Club bylaws\*  
Club meeting minutes\* / \*\*  
Committee correspondence  
Committee reports \*\*  
Convention information  
District correspondence  
District bulletins  
Former members' entry and deletion dates\*  
Historic information and materials\*  
Kiwanis International correspondence  
Legion of Honor recognitions\*  
Lieutenant governor correspondence  
Life Member Status recipients\*  
Membership attendance records and payment of fees and dues\*\*  
(Attendance records of members with perfect attendance should be permanently retained.)\*  
Membership: current roster and biographical information\*  
Membership records for current members (Kiwanis International forms)\*  
Membership correspondence  
Miscellaneous correspondence, records, etc.  
Official bulletins from Kiwanis International  
Official Monthly Reports\* / \*\*  
President's correspondence  
Resource binder of materials for chairmen  
Semiannual billing reports\*  
Sponsored Programs  
Supplies Catalogs, order forms, copies of orders\*

- *Items marked with a single asterisk are files that wholly or in part contain records that must either (1) be passed on to the succeeding secretary or (2) be passed on to the custodian of the club's permanent records. Examples of permanent records are: official documents and reports related to club organization and incorporation, official documents and reports related to any club foundation, financial reports and canceled checks, lists of officers and chairmen, entry and deletion dates of former members, perfect attendance records, and any other items that have historical significance. \*\* Double asterisks indicate that there is a Kiwanis International form the secretary can utilize in keeping these records. New Member Add and Membership Record forms (for member changes or deletes) must be sent promptly.*

## General Duties of Standing Committees

**The Committee on Administration** supports the President and Board of Directors in the areas of annual achievement reports, awards and recognition, laws and regulations, and special activities.

**The Committee on Club Meetings** is responsible for providing the most effective club meeting possible. Areas of focus should include the club meeting program, physical, reception, fellowship, and inter-club relations, as well as other areas that the committee may deem pertinent.

**The Committee on Community Services** should implement projects on the arts, business affairs, citizenship, civic improvement, community beautification, conservation, health, international understanding, literacy, public affairs, safety, or help for senior citizens and disabled persons. Popular projects include Special Olympics, Meals on Wheels, issues forums, and youth exchange.

**The Committee on Finance and Fund Raising** is responsible for preparing a budget of estimated income and expenses for submission to the board of directors, as well as any recommendations it may have on financial matters of the club. It is also responsible for securing the funds necessary to meet budget requirements.

**The Committee on Human and Spiritual Values** should implement projects that support spiritual development, provide human companionship and comfort, or offer counseling and guidance. Projects can encourage interfaith and interdenominational religious activity, such as prayer, but should not support a specific religious sect. Popular projects include prayer breakfasts, layman of the year awards, transportation to religious services, visits to nursing homes, and support of grief counseling.

**The Committee on Membership Growth and Education** should strive to increase membership according to the standards provided in the bylaws. The committee should consider all Membership Information Forms and submit its recommendations to the board of directors. The committee should also develop an effective orientation and induction ceremony for new members and promote regular attendance by all members at club meetings.

**The Committee on Public Relations** is responsible for helping to ensure that the public receives, through the media and other means, the Objects, goals, programs, and achievements of Kiwanis International and the club.

**The Committee on Sponsored Programs** shall devise ways and means to establish and support K-Kids clubs in elementary schools, Builders Clubs in junior high or middle school, Key Clubs in high schools, and Circle K Clubs in the universities and colleges, and should encourage and promote the activities of all Aktion clubs, K-Kids, Builders Clubs, Key Clubs, and Circle K clubs sponsored by the club. The committee should include the Kiwanis club advisors to sponsored Circle K, Key Club, Builders Club, K-Kids and Aktion club.

**The Committee on Young Children: Priority One** should implement projects to children, prenatal through age five. Projects can address maternal and child health, child care, early development, nutrition, parenting education and support, advocacy, pediatric trauma, or safety. Popular projects include encouraging literacy, assisting child care and Head Start programs, distributing the home-safety checklist, educating the public about Shaken Baby Syndrome, and building or repairing playgrounds.

**The Committee on Youth Services** should implement projects that address school-aged youth. Projects can address academics, advocacy, career exploration, character education and citizenship, club activities, health, hobbies, leadership development, literacy, mentoring, prevention of drug abuse, or sports and recreation. Popular projects include sponsoring sports teams, Terrific Kids, Bring Up Grades, Hugh O'Brian Youth leadership seminars, scholarships, mentoring, and career days.

### **General Duties of Committee Chairmen**

The committee chairman is the key to effective committee functioning. Without leadership, the committee has no motivation and no authority for functioning.

Each committee chairman is to:

1. Call a meeting of the committee during August prior to the beginning of the administrative year. Agenda should include:
  - a. Orient committee members to area of responsibility, committee procedures, and schedule for the coming year.
  - b. Review basic materials received from the president-designate.
  - c. Consider special goals, requests, or other communications from the president-designate.
  - d. Review the activities and achievements of the committee during the past year.
  - e. Seek suggestions from each person present on possible activities of the committee during the coming year.
  - f. (Service committees) Discuss methods by which the committee will become aware of community needs and opportunities related to its area of responsibility - preferably through completion of a community survey and analysis (p. 84).
  - g. Determine the amount of funds the committee needs in the forthcoming club budget.
  - h. Plan for specific activities that will be initiated in October.
2. Call monthly meetings of the committee to ensure the implementation of activities agreed upon. Monthly agenda items should include:
  - a. Review of communications received by the chairman and any member.
  - b. Review and evaluate achievement since the past meeting.
  - c. Determine activities for the coming month.
  - d. Assign responsibilities to committee members: who, when, where.  
(The chairman does not need to direct every activity; any member can serve as a project chairman.)
  - e. Review and refine plans for the remaining months of the administrative year. (Prior to October 1, the committee should develop a tentative 12-month plan of action and then adjust it as necessary at subsequent meetings.)
3. Submit written report to secretary and president by end of each month.
4. Attend each meeting of the board of directors and be prepared to report on committee plans and achievement.