

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're charged with developing servant leaders who'll fulfill the Kiwanis mission at the club level and beyond. Prepare well, and you'll be a leader who inspires, counsels and steers your club in the directions of membership and service.

RESPONSIBILITIES

As presiding officer of the club and the board, the president works closely with the board of directors and committee chairmen to establish and follow a strategic plan, set goals for improving the members' club experience and increase the impact of the club's service in the community by adding new members to the club. Club presidents will find a list of resources at www.KiwanisOne.org/clubpresident.

QUALIFICATIONS

- Empowers and inspires members
- Manages time well
- Builds relationships with community leaders
- Facilitates club meetings
- Leads by example

DUTIES

- Establishes a strategic plan for the club including goals for membership and community service
- Motivates members and committees to achieve those goals
- Organizes an effective leadership team by appointing and training effective committee chairmen
- Encourages club leaders to participate in the education course provided for their roles
- Supports committee activity to ensure a successful club experience
- Ensures that the club continues to be relevant to the community and to the members through periodic assessments
- Gains an understanding of sponsorship responsibilities to Service Leadership Programs
- Provides club members with Kiwanis' Youth Protection Guidelines
- Facilitates fun, educational and efficient club meetings
- Leads effective and efficient board meetings
- Implements a succession plan for future leaders ensuring a seamless transition
- Communicates regularly with club members to keep them informed about the business and activities of the club
- Rewards and recognizes member and committee achievements
- Fulfills all other duties documented in the Standard Form for Club Bylaws

THE FORMULA

You're a Kiwanian because you care. So imagine what could happen if your club could do even more. Imagine how many more smiles your club would cultivate. The Formula is your opportunity to shape the future of your club.

The Formula is a member-led, multi-year initiative to strengthen Kiwanis membership in existing clubs and expand Kiwanis' reach to communities that don't yet have the benefit of a Kiwanis club. The Formula is part of a strategic plan that leverages a structure to prepare Kiwanis for its next century of impact. It looks to cultivate an environment of continual self-improvement among members and clubs.

When we share Kiwanis with others, our clubs become stronger, new clubs open and communities benefit from stronger, better Kiwanis service. So make your membership count. Make your club—and your community—a better place with The Formula. It's simple:



Take something you love



Share it with others



Make it a part of your life

The Formula is members loving, sharing and living their Kiwanis experience.

As club president, your priority towards membership is to appoint a membership committee chairman. This person will be the primary point of contact when it comes to coordinating membership drives, receiving information about new resources, and keeping the board informed about ongoing and intentional membership activities.

As this effort continues to move forward, information and resources focused on membership will be available at www.kiwanis.org/theformula.

Club committees and their leadership

Start building your leadership team by choosing reliable and collaborative committee chairmen. Your club committees plan fundraising events, invite and educate new members, and develop service projects—for the most part, this is where the actual work takes place. Your club's committee chairmen play a key role in connecting new and seasoned members to the work your club does in your community and beyond. That's why you'll want to be thoughtful in who you choose to put in committee leadership roles. Together you and your committee chairmen will establish goals for the year. You'll give them guidance, share some general expectations and schedule regular checkpoints. Consider these lists of general committee chairman duties as you determine who might be a good fit to lead each committee.

GENERAL DUTIES OF COMMITTEE CHAIRMEN

TASK LIST: Before their year of service

- Attend club committee chairman education.
- Become familiar with your club's bylaws and policies and procedures.
- Schedule an organizational meeting in August.
- Select the members of the committee.
- Create subcommittees if needed.
- Develop a committee budget (get board approval if necessary).
- Develop a communications plan for the year.
- Determine if the current committee has unfinished goals or commitments the committee is expected to complete.
- Review and establish long-range and annual goals with the incoming president.
- Develop an action plan based on goals.

TASK LIST: Ongoing

- Plan and conduct regular committee meetings and activities.
- Manage the committee's budget.
- Work with other committees in the club.
- Monitor progress toward committee goals.
- Write and submit monthly reports to the president and secretary.
- Attend club board meetings and report on committee plans and achievements.

Starting with this general list, meet with each committee leader to negotiate specific goals, responsibilities and timelines. Together, consider these questions.

- What's the role of a committee chairman?
- Is there a written job description available?
- What details are included in the club bylaws or policies and procedures?
- What are the committee's long-range and annual goals?
- What resources are available for committee leaders?

Also, encourage your chairmen to attend club leadership education for committee chairmen at your district convention or available online at www.KiwanisOne.org/leadertools.

YOUR CLUB'S COMMITTEES

Each club has a list of standing committees within its bylaws, and many clubs have continued to add committees for different functions, such as support for specific fundraisers and service activities.

Your standing committees likely include:

Financial review*

Membership

- Invitation
- Retention
- Education
- Public relations

Programs

- Club meetings
- Special events

Service and fundraising

- Community services
- Service Leadership Programs
- Kiwanis International Global Campaign for Children

These topics can be divided into separate committees or even subcommittees, depending on your club preference.

**The only committee required by the Kiwanis International Standard Form for Club Bylaws is an annual financial review committee, unless the club hires a qualified accounting firm to conduct its annual financial examination.*

What other special committees does your club have? _____

Will any of these special committees have completed their task by the end of the current year? Will there be any additional committees added during your year as president? _____

TIMELINE

By July 15, appoint all committee chairmen.

By August 1, chairmen will select members for each committee.

During August, committees will meet to review materials, goals and timelines. They'll form project schedules and submit a budget proposal for board consideration before the **end of September**.

If a community analysis is part of your plan, schedule the service and fundraising committee to conduct and complete it by **October 1**. Consider using the "Rediscovering your community" tool to help with this process available at www.Kiwanis.org/ACETools.

Club president-elect/vice president

The roles of president-elect and vice president are already defined in your club bylaws and policies.

DUTIES AND RESPONSIBILITIES

- Serves as an officer on the board of directors
- Serves a one-year or two-year term, as provided in club policy
- Attends board of directors meetings
- In the absence of the president, presides at club meetings and board of directors meetings, in accordance with club policy
- Performs other duties as assigned by the president or the board of directors

Throughout the year, the president-elect or vice president prepares to assume the leadership role of president by working closely with the club president and attending the division council meetings, district conventions and possibly the Kiwanis International convention. It's the club president's job to include these leaders in discussions and meetings, delegate tasks to them and encourage their participation in club leadership education.

Board of directors

THE CLUB PRESIDENT'S ROLE ON THE BOARD

- 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

PURPOSE OF THE CLUB BOARD

Every Kiwanis club has a board of directors to ensure smooth club operations, to lead club initiatives, and to create and uphold the club's vision—all with the club's best interests in mind. Most of the board's tasks are related to these functions: administration, decision making and strategic planning. Some administrative tasks include:

- Determining the good-standing status of members in accordance with club policy
- Setting an annual budget (before October 15 each year)
- Assuring the club complies with applicable governmental rules and regulations
- Overseeing the implementation of club policy
- Assuring the club is meeting its financial obligations, including the annual review of financial statements by either a standing financial review committee or a qualified accounting firm

NOTE: A board member may not also be part of the financial review committee.

There might also be other duties assigned to the board in your club bylaws and policies.

STRUCTURE OF THE CLUB BOARD

As stated in the Standard Form for Club Bylaws and Policies, the club board includes:

- Officers
 - President
 - President-elect
 - Immediate past president
 - Vice presidents (if any)
 - Treasurer
 - Secretary or secretary-treasurer if the position is combined
- Directors
- Other positions as may be required by the laws of local jurisdiction*

*Generally, this applies only to clubs in Europe and Asia-Pacific.

Board officers' terms vary, but all begin on October 1. Club officers serve one- or two-year terms and directors serve one-, two- or three-year terms. However, if your club chooses to elect directors for two- or three-year terms, stagger the terms so that only one-half or one-third of the directors are up for election each year.

BOARD MEETINGS

The board meets regularly at a designated place and time. The board may also hold special meetings at the call of the president via a majority vote of the board, provided at least 48 hours notice is given to all board members of the date, time, place and topic. The board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other. This may include online technology such as GoToMeeting or Skype, conference calls or email. Participation in the conversation, however it takes place, constitutes attendance. Attendance is important to determine that a quorum was present if any action was taken. For a club board meeting, a quorum is defined as more than half of the board members.

When in doubt, Kiwanis will refer to "Robert's Rules of Order" as the guidelines for how to conduct a board meeting. If any verbal votes are unclear, hold a roll call to capture each vote.

The board may take no action that conflicts with the best interests of the club and its members. Other than disciplinary measures, an action of the board may be rescinded or amended by two-thirds vote of the club members present and voting, provided at least 14 days notice is given to all club members.

Board of directors meeting

Here are two suggested board meeting agenda formats that you may use. Or create your own. The key is to have an agenda.

Sample format: Option 1

Roll call confirming quorum is present*

Secretary's report

- Minutes from previous meeting (officially accepted by the board after review)
- Official correspondence

Treasurer's report (officially accepted by the board after review)

- Administrative and service accounts
- Approval for payments not within the approved annual budget

Membership committee report

- Applications for membership
- Resignations or changes in club roster

Other committee reports

Unfinished business from a previous board meeting

New business

Strategic discussion about areas of concern

Division business

District business

Kiwanis International business

**A quorum is defined as more than half of the board members. Without a quorum, the board should not take any formal action.*

Sample format: Option 2

Confirm quorum is present*

Consent agenda: A consent agenda groups together non-controversial items that require board action but not discussion or debate. If any board member wants to discuss something on the consent agenda, he or she asks for it to be moved to the action agenda instead. After any requested items are moved from consent to action, the consent agenda is voted on as a whole, thus saving time.

- Secretary's report and minutes
- Treasurer's report

Action agenda: The action agenda includes items expected to require normal discussion and deliberation. This includes any items that were specifically moved from the consent agenda. Each item on the action agenda is discussed and voted on individually.

- Committee reports that require action
- Funding requests outside of the approved budget

Information agenda:** The information agenda consists of items provided for information only that do not require board action. Board members may request topics be moved from the information agenda to the action agenda if they believe action is necessary at this board meeting.

- Committee reports that do not require action

Future business

**A quorum is defined as more than half of the board members. Without a quorum, the board should not take any formal action.*

***Option 2: All business, whether unfinished or new, falls under consent, action or information. If time runs short, information agenda items can be shared electronically after the meeting.*

Club meeting

Protocol

Kiwanis protocol is all about good manners, dignity and respect. As president, you set the tone for your club. These guidelines were designed help you when you're planning and carrying out club meetings. You don't need to do every task yourself, but it's important to make sure everything's covered.

- Designate specific people to greet members as they arrive.
- Put out flags, banner, bell, gavel, name badges, lectern and guest badges. Check audiovisual aids before the meeting.
- Seat visiting Kiwanis leaders (governor, lieutenant governor, etc.) at the head table, if applicable, and recognize them once during the meeting; they don't need to be recognized by each program participant. If your club has invited the governor or lieutenant governor, assume all expenses with the exception of transportation.
- Make complimentary meal arrangements for guests in advance.
- Traditionally, members rise and applaud when their lieutenant governor or governor, a member of the Kiwanis International board, a past president of Kiwanis International or other distinguished Kiwanian is introduced. Let a few club members know this in advance so they can set the stage for the rest of the club.
- When both the district governor and the host lieutenant governor are present at a club meeting, as president you'll introduce the lieutenant governor who, in turn, introduces the governor.
- Introduce inter-club delegations, visiting Kiwanians, potential members, representatives of Service Leadership Programs and other guests.
- Develop a standard timed agenda, designate who will have the floor for each action, brief all participants on their roles and begin and end the meeting on time (see sample agenda on page 55).
- At every meeting, recognize the achievements of members and committees and express thanks on behalf of the club.

COURTESIES TO SPEAKERS

This checklist will make it easy for you or a member in charge of speaker visits to welcome and introduce your guests.

- Inform a speaker of:
 - the date, time and place of the meeting
 - any requests for speech content in advance of or after the meeting
 - the approximate size of the audience
 - the meeting agenda, time allotted for the speech and adjournment time
 - equipment available to the speaker (projector and screen, lectern, etc.)
- Request the spelling and pronunciation of the speaker's name and a resume for publicity and an introduction.

- Ask a member to greet the speaker and introduce him or her to you and other members. Make sure the speaker is given a guest or speaker's badge and seated at the head table. Have a cup or bottle of water at his or her place (or the podium).
- Before the presentation, offer a brief, formal introduction of the speaker. Say thank you to a speaker with an inexpensive token of appreciation. Consider making a donation on his or her behalf to a cause that reflects the club's focus on service and community. A day or two after the speaker's visit, send a note of appreciation from the club.
- Many clubs make it a practice to rise and applaud when the speaker is introduced or at the conclusion of the presentation. If this isn't happening naturally and you'd like to introduce your club to the practice, present the idea to your club members at an appropriate time.

Club meetings

Sample agenda

| | PERSON RESPONSIBLE | START TIME | END TIME |
|---|--------------------|------------|----------|
| Opening activity <i>(This may include a song, an inspirational thought, an invocation or a simple welcome.)</i> | _____ | _____ | _____ |
| Introductions <i>(Visiting district and division officers, new members, inter-clubs, other guests)</i> | _____ | _____ | _____ |
| Communications received | _____ | _____ | _____ |
| Announcements | | | |
| • Board actions | _____ | _____ | _____ |
| • Projects | _____ | _____ | _____ |
| • Meetings | _____ | _____ | _____ |
| Committee chairmen reports | _____ | _____ | _____ |
| Recognition of members | | | |
| • Induction ceremony | _____ | _____ | _____ |
| • Awards received | _____ | _____ | _____ |
| • Newspaper publicity | _____ | _____ | _____ |
| • Birthdays | _____ | _____ | _____ |
| • Anniversaries | _____ | _____ | _____ |
| • Club achievements | _____ | _____ | _____ |
| • Extend greetings and thanks to visitors for attending | _____ | _____ | _____ |
| Presentations | | | |
| • Certificates and other awards | _____ | _____ | _____ |
| One-minute education spot | _____ | _____ | _____ |
| Program | | | |
| • Introduction | _____ | _____ | _____ |
| • Program | _____ | _____ | _____ |
| • Thanks | _____ | _____ | _____ |
| • Extend appreciation to visitors for attending | _____ | _____ | _____ |
| Adjournment | _____ | _____ | _____ |

PRESIDENT

Induction of new members

The induction of new members is a special opportunity to welcome people into your club. This step is a memorable experience that helps the new members feel like they're a part of something important—your club. When you invest in their introduction, you let new members know they're valued and appreciated.

Some clubs have a formal—or maybe even unique—tradition for welcoming new members. That's great! Whatever your club's method, you can use these ideas to help make the experience personal. Regardless of how you do it, be sure that it happens, it's timely and it reflects your club's style and spirit.

IDEA 1: OPEN WITH THE KIWANIS OBJECTS

Ask the sponsoring member and the new member to come to the front of the room. Introduce the new member to everyone in attendance (or have the new member introduce him- or herself). As a way to reaffirm everyone's commitment to the ideals of the club, read the six Objects of Kiwanis. These Objects have been unchanged since 1924, and every member who has joined since has agreed to these common principles. Offer the new member his or her Kiwanis membership pin and certificate.

IDEA 2: STICK TO A SCRIPT

Here's a suggested format for those clubs that prefer to follow a formal script.

PRESIDENT:

Kiwanians care about their community. They join clubs to connect with other servant leaders, to multiply their impact and to make the community better. They give their time and talents to enrich the lives of children.

Today we're pleased to welcome _____ (new member) to our club. He/she is sponsored by _____ (sponsoring Kiwanian). _____ (sponsor), would you please introduce us to _____ (new member)?

SPONSOR:

Thank you. I take great pride in presenting our newest member, _____ (new member).
(share information that the new member is comfortable sharing)

I'm honored to share the benefits of belonging to Kiwanis; meaningful service, great friendships, and lots of fun with _____ (new member). I know you will receive great satisfaction from serving others. On behalf of our club, I'd like to say thank you—for caring about our community—and for joining Kiwanis to make it better. Thank you for offering your time and talents to improve the lives of children.

PRESIDENT:

_____ (New member), you join a 100-year strong global organization—one that will serve even more children in its second century of existence. Are you ready to join thousands of others in this quest?
(wait for response)

Are you ready to dream? Are you ready to have fun? Are you ready to bring smiles to the faces of children and hope to families in our community? Are you ready to make a difference? (wait for response)

_____ (sponsor), please present the Kiwanis pin and membership certificate to _____ (New member).

_____ (New member), by presenting you with this certificate of membership, I welcome you, on behalf of the entire membership, into the Kiwanis Club of _____ (club name).

_____ (sponsor), the club thanks you for your willingness to share the values of service and fellowship in Kiwanis with _____ (new member). A new member for our club means new ideas, new enthusiasm, greater fellowship—and greater service. New members help us become more impactful, more relevant and more diverse.

(If there is some recognition for the sponsor, it can be presented now.)

Today our club has added more hearts and hands to serve the community. Let's all stand and welcome _____ (new member)! (Applause) I would encourage you to introduce yourself to _____ (new member) and let him/her know why you love our club and what you love to do for our club and community. Thank you!

Transition timeline

Your year of service as club president involves two big transitions for your club: your preparation as incoming president and your follow-through as you become immediate past president. Here's a synopsis of some of the tasks the club president will coordinate to make the transitions seamless.

By September 30, host your club president's planning conference to plan for the coming Kiwanis year (see pages 58–59 for details).

At the first or second regular club meeting in October, schedule your club president's address to introduce new club leadership and to share major goals, the annual budget and a schedule of events for the upcoming year (see page 60 for details).

During a regular club meeting between January 1 and May 15, hold your annual club meeting to elect officers and directors for the following year and hear annual reports from the club president, secretary and treasurer (see pages 61–63 for details).

At the end of September or beginning of October, conduct the installation of club officers and directors (see pages 64–68 for details).

Resources

Club president's planning conference

(previously named club president's education of incoming officers and appointees)

This conference is designed for club leaders to plan for the coming Kiwanis year.

PERSON RESPONSIBLE

New club president

PURPOSE OF THE CONFERENCE

- To review the club organization and the specific responsibilities of each elected and appointed leadership position in the club
- To review and finalize the goals, actions and timelines for overall club improvement and each committee and special appointment
- To review Kiwanis International, district and division goals for the club and incorporate these into the club's goals
- To review the preliminary budget (income and expenses) for the club to accomplish its goals (The board of directors approves final budget by October 1, or no later than October 15.)
- To present a calendar of upcoming club, division, district and Kiwanis International events

TIMEFRAME

Complete the conference by September 30.

MEETINGS IN PREPARATION FOR THE CONFERENCE

- **Appointments, goals, actions, timelines (June–August).** Use this guide as a tool to help you work individually with each elected and appointed club leader to establish a clear understanding of responsibilities and agree to a set of goals and timelines.
- **Club leadership education (August–September).** Before your term of office begins, encourage board members and committee chairmen to participate in education for their specific position online, at your district convention or during a designated training session. Completing this education in advance of your year of service helps each person understand how his or her role contributes to the plan for the club.
- **Committee organizational meetings (August).** Ensure club committees conduct organizational meetings to develop goals into preliminary plans of action and to prepare a net operating budget. Each committee chairman will bring his or her meeting results and be prepared to present goals, timelines and proposed budgets to the club leaders.
- **District convention (April–September) and Kiwanis International convention (June/July).** Attend as a club delegate. Workshops conducted during these conventions provide a wealth of information useful to clubs in the areas of service, membership and club operations.

TASKS TO COMPLETE IN PREPARATION FOR THE CONFERENCE

- Gather Kiwanis International, district and division goals for presentation at the conference.
- Ask the incoming club secretary to bring these items for the conference:
 - Calendar of official due dates for reports and forms
 - Schedule of Kiwanis International, district, division and club activities and events
 - A copy of the club bylaws
 - Current information about the Distinguished Criteria
- Ask the incoming treasurer to bring the preliminary budget.

Resources

Club president's address

(previously known as club president's conference)

PERSON RESPONSIBLE

New club president

TIMEFRAME AND PURPOSE

The club president addresses the club members during the club's first or second regular club meeting in October, introducing new club leadership and sharing major goals, the annual budget and a schedule of events for the upcoming year

TASKS AND TOPICS

Thank the immediate past president and the outgoing leadership team.

Introduce and show appreciation to the incoming club leadership team:

- Officers
- Board of directors
- Committee chairmen
- Special appointments

Announce the club's major goals and objectives for the year and what is needed and expected from members for the club to have a great year.

Announce the goals for Kiwanis International and the district for the year.

Have the secretary present the secretary's report.

Distribute the club roster.

Distribute and review club bylaws.

Distribute the club calendar.

Distribute and review Kiwanis Youth Protection Guidelines. Find them at www.kiwanis.org/youthprotection.

Have the treasurer present the annual budget.

Have committee chairmen and others announce upcoming events or special plans.

Resources

Annual club meeting (election of officers)

Guidelines

From Standard Form for Club Bylaws, Article 3.3 and Policy E, www.KiwanisOne.org/newclubbylaws

PURPOSE

To elect officers and directors and hear annual reports from the club president, secretary and treasurer

TIMEFRAME

Hold your annual club meeting during a regular club meeting between January 1 and May 15. Be sure to announce the date at least 30 days in advance.

5 weeks in advance: The president appoints a nominating committee to make nominations and prepare a ballot to elect officers and directors.

2 weeks in advance: The nominating committee submits a list of nominees. For officers, that means no more than two nominees for each office. For directors, that means no more than the number of director positions to be filled plus three candidates. The president-elect is the sole candidate for president nominated by the committee.

1 week in advance: Nominations from the floor may be made for any position to be filled.

At the election meeting: Volunteers will be appointed to prepare the ballot, count votes and certify results. (Additional nominations from the floor may be made at this meeting, if desired.)

HOW NOMINATIONS ARE MADE

For nominations, follow the order listed in Article 4.1:

- President
- Immediate past president
- President-elect
- Treasurer
- Secretary
- Vice president(s)
- Directors

Here's some sample language for nominations from different audiences.

By the nominating committee

President: "We will have the report of the nominating committee."

Chairman of the nominating committee: "The nominating committee submits the following nominations: For president, Bob Adams; for immediate past president..." (etc., for each office to be filled).

From the floor

President: "For president, Bob Adams is nominated by the nominating committee. Are there any further nominations for president?"

Member: "I nominate Shanice Walker."

President: "Shanice Walker is nominated. Are there any further nominations for president?"

If there are no further nominations for president:

President: "If not, nominations for president are closed." (Follow the same procedure until all nominations from the floor for all officers and directors are completed and nominations are closed.)

VOTING PROCEDURE

Your club's election day is one of the most exciting meetings of the year. It's the day you, as club president, make an investment in the future of your club—as well as your club members—by "voting in" the next round of club leaders. To ensure smooth operations on election day, it helps to follow a process. Fortunately, Kiwanis has one. And it's easy to follow.

Step 1: Ensure that a quorum is present. A quorum is most commonly defined as more than half. However, for the club elections to be valid, a quorum is defined as at least one-third of the members. Because each member in good standing may vote electronically or by paper ballot for annual club elections, these members count toward your quorum.

Step 2: The president announces the offices to be filled and the candidates who have been nominated.

Step 3: Votes may be cast in four different ways: paper ballot, electronic voting, common consent or voice vote. Votes aren't cumulative. Candidates who receive a majority of votes cast are elected.

When the number of nominees for any office is the same as the number of vacancies, the president can declare candidates elected by "common consent" or by a "voice vote." Here's how it works:

By common consent

President: Announce the office and the candidate. For example: "If there is no objection, the chairman declares Laura Conaway elected president."

By voice vote

President: "As many as are in favor of Laura Conaway for president, say aye. Those opposed, say no. The ayes have it, and Laura Conaway is elected president."

If there have been no additional nominations from the floor, the entire slate recommended by the nominating committee can be elected similarly, one at a time.

ELECTION DAY TIPS

- Only active members in good standing may vote.
- For any office in which there are more nominees than vacancies, vote by ballot.
- Candidates must receive a majority of votes cast to be elected.
- You can define voting by proxy or absentee in your club policy.
- Your club can choose to give members the option of voting electronically via a secure website or by paper ballot. (Email is not an option. And currently, electronic voting is not permitted for club matters other than elections.)
- Depending upon your own bylaws and policies, the secretary can either (1) be elected at the annual meeting by the club membership, or (2) be appointed within one week after elections are held.)

Want more detail on election processes? You can find it in your club bylaws or in the Standard Form for Club Bylaws at www.KiwanisOne.org/newclubbylaws.

Resources

Installation of club board members and officers

Arrangements worksheet

This worksheet is designed to help you assign tasks for this event to be conducted at the end of September of the beginning of October. While the club president is responsible for the installation of club board members and officers, it's common for a guest of honor—such as the lieutenant governor—to preside over the ceremony.

PERSON RESPONSIBLE

PRELIMINARY ORGANIZATION

- Plan the budget.
- Arrange the date with your lieutenant governor.
- Select and contract the site.
- Arrange the meal and the entertainment.
- Order the pins and awards.

PROGRAMS

- Design the program.
- Determine the quantity and place your order.
- Take the programs to your event site.
- Distribute the programs.

PARTICIPANTS

- Prepare the list of honored guests.
- Prepare the list of outgoing and incoming officers and directors with a pronunciation guide for the installing officer.
- Invite spouses and other special guests, including presidents and faculty advisor(s) of CKI, Key Club, Builders Club, Kiwanis Kids or Aktion Club.
- Confirm attendance and make reservations for expected attendees.

PERSON RESPONSIBLE

SEATING ARRANGEMENTS

- Follow club tradition to determine seating. Generally, a head table includes the incoming and retiring presidents, the lieutenant governor (or other installing officers), the master of ceremonies and speakers (if any). If spouses are invited, the spouses of these participants also are seated at the head table.
- Use place cards for honored guests.
- Fill out and arrange nametags on the head table.

DECORATIONS

- Order centerpieces for tables.
- Pick up and arrange the decorations.

Resources

Installation of club board members and officers

Sample agenda

OPENING ACTIVITY

WELCOME

INTRODUCTION OF HEAD TABLE

INTRODUCTION OF OTHER GUESTS

INTRODUCTION OF ENTERTAINMENT

SPECIAL PRESENTATIONS

Recognition of outgoing directors and officers
Recognition of immediate past president
Achievement awards and recognition

INSTALLATION

Suggested order of installations:

- New directors
- Vice president(s)
- Treasurer
- Secretary
- President-elect
- Immediate past president
- President

ACKNOWLEDGMENTS

CLOSING

ADJOURNMENT

Resources

Installation of club board members and officers

Suggested scripts

Recognize outgoing directors and officers who will not be holding another office in the new year. Here's how the presentation would flow. The installing officer asks the outgoing officers and board members to stand. Then the installing officer thanks each outgoing leader for his or her contributions in the past year. Finally, the installing officer asks the membership to recognize the leaders with applause.

Now, it's time to introduce the new officers. Here are suggested scripts for each position. Please note that if the installing officer is a member of the club, you'll want to replace "your" with "our" in the scripts.

Directors

Ask the new directors to come forward as their names are announced.

"The board of directors of a club is composed of you, the elected directors and the officers. The board of directors handles most of the business of the club—an important responsibility. You'll set strategic direction, implement club policies, approve the club's budget, support committee activities and oversee the administrative tasks of the club. I know you will accept these responsibilities with a desire to see that this club has the best year ever. Thank you for stepping up to play this important role. It's my pleasure to formally install each of you as a director of this club."

Vice president

Ask the vice president to come forward as his/her name is announced.

"As an officer of the club, you contribute your vision and ideas to your club's leadership team. I would ask that you consider the remarks made to your new president as being addressed to you also. I formally install you as vice president of this club."

(If the club has more than one vice president, these remarks must be adjusted accordingly.)

Treasurer

Ask the new treasurer to come forward as his/her name is announced.

"As treasurer, you have been elected to an office that demands absolute integrity and financial and accounting skills. It is your role to deposit and disperse the funds of the club upon the direction of the board of directors. You'll also report on the club's finances at each board meeting. Thank you for stepping into this significant role. I formally install you as treasurer of this club."

Secretary

Ask the new secretary to come forward as his/her name is announced.

"In Kiwanis, the club secretary is the master of details. Your role in handling club affairs—the details of the club and board meetings, the reports, correspondence and records—is essential for the club to run smoothly. Thank you for taking on this important role. I formally install you as secretary of this club."

President-elect

Ask the president-elect to come forward as his/her name is announced.

“You have been selected to lead your club during the following year. I ask that, like the vice president, you would consider the remarks made to your new president as being addressed to you also. As you serve on the board this year, take advantage of opportunities to learn about the president’s role, build relationships and plan for your year as president. Thank you for your leadership and dedication. I hereby formally install you as president-elect of this club.”

Immediate past president

Ask the immediate past president to come forward as his/her name is announced.

“Your club benefits from the immediate past president continuing for one more year as a member of the board of directors. Your experience as club president this past year will empower you to be an essential mentor and colleague for your successor and a valued advisor on the business of the club. It’s my pleasure to present to you your past president’s pin, and by so doing, to charge you with sharing your wisdom and lending a hand as you remain a member of the board for one more year. Congratulations to you on your excellent work and dedicated service this past year. We thank you for your continued dedication to your club.”

President

Ask the president to come forward as his/her name is announced.

“You have been elected to the highest office your club can bestow upon you. It is an office of great honor—and great responsibilities. The success of your club in this new year will depend upon your leadership at club and board meetings and as you counsel and inspire your club’s committees. In our community, you’ll be the face of Kiwanis and your club. Guided by your club’s vision, you and your board will set goals for improving your members’ club experience and increasing the impact of your club’s service in the community. Thank you for dedicating yourself to this leadership position. I hereby formally install you as president of this club, and I sincerely hope that your administrative year will exceed your expectations.”

CONCLUSION

“I congratulate your club on the excellent board directors and officers installed on this day, and wish for them and your club a most successful year. Thanks to each and every one of you for stepping into your leadership roles. And thanks to the club members for your support of these leaders. I can assure you of the complete cooperation and assistance of the division, district and Kiwanis International officers and committee chairmen.”

NOTE: On some occasions, time simply will not permit more than a very brief installation ceremony. In such cases, modify the program to fit your situation.

Resources

President's monthly checklist

April–June (before your term of office)

- Announce date, time and location of club leadership education courses as soon as they become available.
- Schedule a summer planning meeting with Kiwanis club leadership, Kiwanis club advisor(s) of any Service Leadership Programs and the officers of the sponsored club.
- Seek advice from current officers for next year and assist them in making the current year highly successful.
- Attend the Kiwanis International convention and make plans to attend your district convention.
- Mark your calendar with division council and club opening dates for the year.
- Apply for any Kiwanis International Foundation grants by April 15.

July (before your term of office)

- Select committee chairmen and special appointees. Meet with each chairman to establish goals and expectations.
- Encourage each committee chairman to complete a club committee chairman education session.
- Work with the membership committee chairman to develop a solid membership plan. Consult www.kiwanis.org/theformula for resources and guidance.
- Arrange a meeting with the current president. Seek advice on areas of improvement in the club. Ask about conducting a community survey and a club assessment to help develop goals for the upcoming year. You may wish to download the "Rediscovering your community" tool from www.kiwanis.org/ACETools to help.
- Report to your club about your attendance at the Kiwanis International convention.
- Finalize plans to attend the district convention as one of your club's three delegates.

August (before your term of office)

- Complete a club president education session before September 30.
- Work closely with the incoming club secretary to ensure that he or she attends a club secretary education session before September 30.
- Provide the program committee chairman with a schedule of meeting dates and encourage him or her to develop a program assignment schedule for the calendar year.
- Finalize a membership plan with the membership committee.

August (cont.)

- Schedule a budget planning session with the board and committee chairmen for late September. Approve the club budget before October 15 (preferably by October 1).
 - Determine the need for director's and officer's liability insurance with club board.
 - Consider what financial assistance will be given to delegates and alternates attending the Kiwanis International convention.
 - Consider what financial assistance will be given to delegates attending your district convention.
 - Consider a club donation to the Kiwanis International Foundation annual campaign.
- See that your club treasurer receives copies of pertinent information from the incoming secretary.
- Arrange a meeting with the current and incoming treasurers. Review responsibilities and procedures at that meeting.
- Accompany Key Club, Builders Club and Kiwanis Kids advisors to visit school principals to reinforce the sponsored club support for the coming year. Confirm sponsorship needs of Circle K International and Aktion Clubs as well.

September (before your term of office)

- Develop an agenda for the club president's planning conference. See pages 58–59 for more details. Conduct this session before September 30.
- Review Kiwanis International awards programs as well as any awards programs offered by your division or district. This information is in the reference materials section of this guide.
- Make plans for any joint service, social and/or fundraising activities for the year with your club's sponsored Service Leadership Program clubs.
- Make plans for Kiwanis Family Month (November).
- Make certain every officer, board member and committee chairman is prepared to "hit the ground running" on October 1.
- Plan the club president's address, which will be at the first or second club meeting in October. See page 60 for more details.
- Report to your club about what you learned at your district convention.
- Extend invitation(s) to sponsored Service Leadership Programs club president(s) and faculty advisor(s) to attend the club officer installation event.
- Encourage representatives from your Key Club to attend Key Leader weekends.
- Raise awareness in your community by using the Kiwanis brand consistently. Make sure your membership committee follows the latest Kiwanis brand guide available at www.KiwanisOne.org/awareness.

October–September

For every board meeting:

- Coordinate with the club secretary to prepare the meeting agenda.
- Review progress on each goal and project.
- Collect committee reports.

For every club meeting:

- Coordinate with the club secretary to prepare the meeting agenda.
- Confirm program/speaker (if applicable).
- Evaluate the past month's meetings and adjust as needed.
- Confirm new-member inductions for the meeting and have supplies ready.
- Begin and end the meeting on time.

October

- Before your first board meeting, review the minutes of past month's board meeting.
- Finalize this year's goals and budget at this board meeting. Send club goals to your lieutenant governor.
- Before your first club meeting, review a sample agenda, included in this guide.
- Announce and make preparations for the lieutenant governor's visit.
- Ask the membership committee to submit a news release about the installation of club officers to the local newspaper. Encourage the chairman to publicize club news throughout the year.
- Consider any proposed resolutions or amendments to the Kiwanis International Bylaws that your club would like to have presented at the Kiwanis International convention. Submit your proposals to the Kiwanis International Office by October 31.
- Be the first to induct a new member. Challenge others to follow your example.
- Consider applying for a Kiwanis International Foundation grant by November 15.

November

- Make certain all club, division, district and Kiwanis International news, projects and events are communicated through newsletters and announcements. Make sure members learn something about Kiwanis each week.
- Observe Kiwanis Family Month. Designate weeks to recognize the Circle K International, Key Club, Builders Club, Aktion Club and Kiwanis Kids clubs that your club sponsors.
- Take part in Giving Tuesday. For more information, check out www.kiwanis.org/foundation.

December

- Make plans to interact with your club's Service Leadership Programs for January through May.
- Encourage members to attend mid-year conferences.
- Continue to encourage club members to register for and attend the Kiwanis International convention.
- Check in with committee chairmen to talk about progress toward goals.

January

- With the club secretary, review first quarter club and board meetings; committee programs/projects; and involvement in division, district and Kiwanis International events and programs. Look for areas of success as well as needed improvements.
- Make plans for your club's involvement in Kiwanis One Day.
- Conduct the annual club meeting/election of officers between January 1 and May 15. See pages 61–63 for more details.

February

- Make certain your Circle K International and Key Clubs elect and report new officers to your district and the Kiwanis International Office.
- Appoint a nominating committee at least five weeks before the annual club meeting.
- Ensure your Key Clubs and Circle K International clubs are represented at district conventions.
- Remind Key Clubs and Circle K International clubs to attend their district's education session.

March

- Ensure plans are completed for Kiwanis One Day participation.
- Review Kiwanis International award programs, as well as district, division and club award programs. Determine if your club is on target. Look for additional opportunities at www.kiwanis.org/recognition.
- Encourage club members who plan to attend the Kiwanis International convention to submit their registration forms at www.kiwanis.org/convention.
- Elect two primary delegates and two alternate delegates to represent the club at the Kiwanis International convention at least 60 days before the convention.

March (cont.)

- Consider items of business to be proposed at your district convention.
- At least 30 days before your district convention, elect three delegates to represent your club at the event. Encourage the Circle K International and Key Clubs you support to attend their district conventions.
- Consider applying for a Kiwanis International Foundation grant by April 15.

April

- Ensure club involvement in Kiwanis One Day. Celebrate your successes!
- Elect two delegates and two alternates to represent your club at the Kiwanis International convention.
- Assist your Service Leadership Program clubs with end-of-year recognition activities. Invite club members' parents and have Kiwanis membership materials available for them. Present mementos to outgoing officers and faculty advisors.
- Meet with incoming president. Offer advice on areas of potential improvement in the club.
- Participate in Kiwanis International Foundation's Skip-a-Meal.
- Remind the incoming president to attend the club leadership education session offered in your area. Contact district office for details.

May

- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention.
- Consider items of business to be proposed at the district convention.
- Elect three delegates to represent your club at the district convention.
- Ensure your Circle K International and Key Clubs are represented at their conventions.

June

- Review Kiwanis International award programs, as well as district, division and club award programs. Determine if your club is on target. Look for additional opportunities at www.kiwanis.org/recognition.
- Involve your successor in club operations and procedures and encourage early preparation for next year.

June (cont.)

- Finalize plans for delegates and other club members to attend the district convention.
- Encourage representatives from your Key Club to attend Key Leader weekends.

July

- Review club and member accomplishments and recognize contributions.
- Ask club members who attended the Kiwanis International convention to report to your club about the business that was conducted and their experiences.
- Remind the president-elect to accompany Builders Club, Key Club and Kiwanis Kids committee chairmen to visit the school principals to ensure the sponsored programs plans are made for the coming school year. Also, set up a meeting with the college/university officials on the campuses of your sponsored Circle K International clubs.
- Plan the installation ceremony, which is usually conducted at the end of September or the beginning of October. Work with your secretary to make certain the merchandise order is submitted for items traditionally used by your club to honor incoming and outgoing officers and other club leaders (officer pins, plaques, certificates, etc.) and allow three to six weeks plus shipping time for items requiring personalization. Invite the incoming lieutenant governor to install incoming officers.

August

- Assist incoming president with planning for upcoming year.

September

- Work with the secretary to order any awards earned by club members.
- Ask club members who attended the district convention to report to your club about the business that was conducted and their experiences.
- Conduct an installation ceremony.
- Encourage representatives from your Key Club to attend Key Leader weekends.
- Submit a club gift to the Kiwanis International Foundation by September 30 either online or postmarked by that date for appropriate recognition.

October (following your term of office)

- Pass president's materials to incoming club president.

Congratulations on your year of success!

Your district needs strong leaders. Consider becoming a lieutenant governor.