Duties of Aktion Club Officers

According to the Standard Form for Aktion Club Bylaws, the officers of an Aktion Club shall be president, vice president, secretary and treasurer. Election of new officers should be conducted at a meeting during the spring. The new officers should assume their responsibilities on October 1. Each officer shall be a member in good standing. No other limitations or restrictions should be placed on these officers.

Office of president/vice president
Fellow members elect the president to this office as a matter of trust. The first and major responsibility is to live up to that trust. The president must take an active part and concern in every member and function of the club. The vice-president should assist the president in carrying out these responsibilities. The vice-president is also responsible for the club administration in the absence of the president.

Duties of the president/vice president
1. Study and be familiar with parliamentary procedure in order to conduct meetings properly.
2. Take the lead in helping the club develop projects to carry out during the year.
3. Appoint committee chairpersons and committee members before the new administrative year begins. Make sure every club member is on a committee.
4. Plan regular club meetings and board of directors meetings. See that an agenda is prepared and followed for each meeting.
5. Maintain a file of records to pass on to the next president.
6. See that committees remain active; conduct regular meetings and submit reports.
7. Work closely with your Kiwanis advisor(s) in all aspects of club operation.
8. Make sure Kiwanis members are invited to your club meetings and projects.

The president, with the assistance of the Kiwanis advisor(s), should carefully plan all parts of the meeting. The agenda should be carefully timed so the meeting can adjourn at the required time.

Suggested president’s agenda
- Call to order
- Singing of national anthem
- Pledge to flag
- Invocation
- Introduction of visitors (each guest should be assigned to a specific club member)
- Announcements and club business (from committee chairpersons, etc.)
- Introduction of speaker or planned program
- Acknowledgment to speaker
- Adjournment
Though each club president is different, there are some general guidelines that each should follow in this office. They include:

**Be diplomatic.** More can be accomplished by personal good manners than simply the use of the power your office provides. Try to be firm but do not hurt anyone. If it is necessary to speak to a member about a problem, do it personally, privately and kindly.

**Use good judgment.** Do not rush into programs or projects without full investigation and consideration of all consequences involved. Rash decisions can be dangerous and jeopardize the reputation of your club. Always seek the advice of your counselors and advisors. Their function is one of consultation, and their advice is based on past experience.

**Always encourage.** Always compliment club members on the work they do. Single out individuals for special merit when a job is done well. When recommending activity to a committee or individual, do it as a means of assistance rather than an order. Do not use your praise loosely.

**Show appreciation.** Thank everyone for any assistance given your club and do so promptly. Your advisors will particularly appreciate such gestures, as will everyone else with whom you make contact. Though it is their responsibility to help, they are no different than you and like to know that their efforts are worthwhile. It is even beneficial to thank people for pointing out mistakes you occasionally may make. It will increase respect for yourself, your position, and your club.

**Delegate responsibility.** See that the other officers of your club are allowed to fulfill their duties. This bulletin defines each area of responsibility. Work as a team.

**Show pride.** Encourage your members to wear the Aktion Club emblem. It will produce a club spirit and help to make your club known. Items with the Aktion Club emblem can be purchased from the Kiwanis Family Store, which can be accessed from the home page of any Kiwanis-family organization.

**Be prompt.** Answer your correspondence as soon as possible.

**Be prepared.** Prepare for all meetings ahead of time. Nothing is worse than sitting through a meeting where there is no organization. Your members will lose interest and stop attending. Always have an agenda.

**Cooperate with other organizations.** Try not to undertake activities that someone else is working on, because most duplication of effort is ineffective.

**Offices of secretary and treasurer**

The Aktion Club secretary and treasurer also have important responsibilities to the club. They have been elected because fellow club members trust them to do a good job. The following lists of duties are guidelines in helping them perform their jobs.
Duties of Aktion Club Officers

Duties of secretary
1. Handle general correspondence, including thank-you letters when needed.
2. Collect reports from the committee chairpersons.
3. Attend club meetings and keep records. The following information should be in the record of each meeting:
   - number of members present
   - guests
   - presiding officer
   - speaker or program and subject
   - dues collected and from whom
   - committee reports
   - announcements
4. Attend board meetings and take minutes.
5. Maintain club files, which should include:
   - copies of club meeting records and board meeting minutes
   - club bylaws
   - club’s charter and charter membership list
   - roster of club members
   - copies of any correspondence
   - club’s scrapbook
   - supplies catalog

Duties of treasurer
1. Collect club dues, if any, and see that they are deposited in the appropriate account.
2. Maintain financial records of all funds received and spent, including receipts.
3. Keep records of each member’s dues payments.
4. Report to the board at each meeting on the status of the club treasury.