The Board of Officers is the club’s governing body responsible for managing the overall operation of the club. Information about the club board of officers may be found in the Standard Form for Club Bylaws. A club’s officers are specified in the club’s bylaws. The faculty and Kiwanis advisors are nonvoting, ex-officio members who serve in an advisory capacity.

Board of Officers
Duties and Responsibilities

- Determines policies that must govern the club.
- Determines the nature and content of the club’s service activities with input from the club members.
- Assesses member recruitment and retention activities, and pursues further club development.
- Evaluates club progress.
- Maintains operating budget and oversees disbursement of all funds.
- Advises all club committees.
- Evaluates member status based on member participation, conduct, fulfillment of academic requirements, and dues payment.
- Approves all presidential appointments of committee chairs and special positions.
- Oversees the filling of club officer vacancies.
- Approves all club reports to the district and International offices.
Every member of the board should evaluate club performance continuously: board operation, committee operation, club officer progress, club meeting operation, membership growth, CKI education, financial management, public relations, service achievements, attendance, and the club’s relationship with the sponsoring Kiwanis club. The purpose of the board of officers is to ensure that the club has a solid foundation, runs smoothly, and carries out the mission of helping the community. If problems and concerns arise in the club, it is the job of the board of officers to meet, led by the president, to discuss the ways to alleviate the situation and put the club back on the right track.

Effective leaders have a vision of where the organization needs to be and they communicate that vision to the organization’s membership, and motivate the membership to carry out that vision. During your year as a board, you must envision the possibilities for your club, let your members know what they, and what they are capable of accomplishing, and guide them to realizing individual and club potential. Outlined below are the steps you and your board of officers should take to set goals and work toward achieving those goals:

1. Analyze club operation. Constantly assess your club for its strength’s and weaknesses.
2. Identify issues. Figure out your clubs top five issues (i.e., membership growth, lack of service, etc.).
3. Rank these issues from most critical to least critical.
   - Turn an obstacle into a goal;
   - Brainstorm how to in achieve the goal;
   - Break down the obstacles and figure out ways to overcome them;
   - Assess the resources and tools available;
   - Identify specific actions that need to be taken.
4. Communicate goals to the club and carry out those goals.
5. Delegate the tasks that are needed to accomplish the goals.
6. Follow up and monitor the progress that is being made by all those who received delegated tasks.
7. Finally, evaluate the successes of the progress.

It is the task of both the board of officers as well as the entire club to analyze community needs. To do this, officers may need to speak to community leaders to identify the most pressing issues. Included in this is identifying what other organizations are doing. As a club, you do not want to duplicate another organization’s efforts. If you find an organization tackling the same concern or problem, consider partnering with that organization or identify another project. There are far too many problems in the community to duplicate efforts. To assist you, check out the community analysis worksheet on the CKI Web site.

There is an overabundance of service projects available for clubs to do in any community, just as there are always different problems that will arise. While almost any type of service project will benefit the community, it is essential to analyze all the projects completed by your club to determine whether the project will continue to fit your club and its members. While service is the main goal, keeping your members interested and motivated is also important and be sure to get feedback after each service project to determine whether its something members would be interested in doing again.

Board meetings should provide opportunities for every board member to express concerns and recommendations. A board meeting should be used to conduct the business of the club. Regular club meetings should be geared toward programs of interest to the members. Board meetings should be used as an evaluation session, allowing the board to take action if necessary. In addition, all officers must perform the responsibilities of their respective positions.