K-Kids Club Structure

Faculty Advisor

Kiwanis Advisor

Parent Advisor

President

Vice President

Secretary

Treasurer

Board of Directors
(1 member from each grade level)

Sergeant of Arms

Kiwanis-K-Kids club Relations Committee

Service Project Committee

Public Relations Committee

(Officers and members from the board of directors can serve on committees.)

Other suggested committees might include:

- Newsletter Committee
- Program Development Committee
- Recognition Committee
Faculty Advisor’s Role
Each K-Kids club has a faculty advisor chosen from the faculty, staff, or administration of the school. The faculty advisor works more closely with the K-Kids club than the Kiwanis committee. The faculty advisor is familiar with the school’s procedures and acts as liaison between the K-Kids club, Kiwanis club, and school administration.

The faculty advisor is accessible to the students, and assists in the day-to-day operation of the club. The student population changes each year, but a consistent faculty advisor ensures the continuation and continuity of the K-Kids club.

Faculty Advisor’s Responsibilities
In many instances, the faculty advisor can do more in the school for the K-Kids club than can be done by the sponsoring Kiwanis club because the faculty advisor is an accepted member of the school community and is more familiar with school regulations and resources.

The faculty advisor should consult and advise the K-Kids club president and board in planning the year’s activities.

Responsibilities to the school and principal
- Make Certain that all K-Kids club bylaws, financial records, projects, and fund-raising activities are acceptable to the school and in accordance with regulations.
- Work with the advisors of other student groups to form possible joint service projects that promote a cooperative spirit in the school.

Responsibilities to the K-Kids club membership
- Attend all regular membership meetings and all board meetings.
- Assist the K-Kids club in obtaining meeting room space for regularly scheduled club and board meetings.
- Assist in securing additional members for the club through contacts with other members of the faculty and students. Membership should be open to all grade levels and to all students who have a desire to serve.
- Help obtain proper and adequate publicity for the K-Kids club in school publications.
- Seek ideas and suggestions for K-Kids club service projects from the faculty, the administration, and other groups.

Responsibilities to the Kiwanis advisor
- Discuss K-Kids club problems with the Kiwanis club chairman, perhaps away from K-Kids club meetings, on a regular (monthly) basis.
- Reach a mutual understanding with the Kiwanis club chairman regarding proper sharing of responsibility for guidance, training, and supervision.
- Keep the advisor informed of meetings and upcoming projects.
Kiwanis Advisor’s Role
The Kiwanis advisor’s role is to initiate organization of a K-Kids club in accordance with guidelines provided by Kiwanis International, obtain the approval of school officials for its establishment as a school organization, recruit initial members, schedule the organizational meeting, file the Petition for Charter, plan for the charter presentation event, and after the club is fully operating, provide continuous coordination, counsel, and assistance. The Kiwanis advisor also is responsible for conducting K-Kids club officers training to incoming leadership. Additional information regarding the responsibilities of the Kiwanis advisor is listed in the K-Kids Kiwanis Sponsorship Resource Guide available from the Kiwanis International office. The guide also is available for viewing on the K-Kids Web site at www.kkids.org.

Parent Advisors Role
The parent advisor assists the K-Kids club in many different ways. As a member of the community the parent advisor may offer specific ideas about community service projects, or may suggest developing partnerships with local businesses that might be of benefit to the school. The parent advisor is a valuable part of the team and may choose to become very involved in club activities. Tasks a parent advisor might assist with include: obtaining donations to provide needed materials for club service projects, offering assistance to club members when making crafts for service projects, assisting the faculty advisor in finalizing arrangements for special club meetings and awards/recognition programs, and serving as a chaperon during special activities. The list goes on! The parent advisor is encouraged to become as involved as his/her schedule allows.

Club Officer’s Responsibilities/ Duties
The Standard Form for K-Kids Bylaws states the officers of K-Kids club shall be president, vice-president, secretary, treasurer, and sergeant of arms. Election of new officers should be conducted at a meeting during the spring semester. If not elected at this time, elections should be held as soon as possible after the beginning of the school year. It is suggested that election of officers be completed by September 30th. Each officer shall be a member in good standing. No other limitations or restrictions should be place on these officers.

The K-Kids Service Bulletin #4 – Duties of K-Kids Officers, highlights the responsibilities of each officer. Please refer to this bulletin, which is included in the reference section of this resource guide.

Conducting Officers Training
One of the responsibilities of the K-Kids Kiwanis advisor is to train incoming club officers. Materials to assist the Kiwanis advisor with training are available in the resource section of this guide and on the K-Kids Web site at www.kkids.org. The following K-Kids How to resources will assist with the training process.
How To resources

- #4 - Duties of K-Kids Officers
- #6 - Standard Form for Club Bylaws
- #9 - Kiwanis Board Policies
- #37 - Parliamentary Procedure
- #39 - Club Officers Training Guide

K-Kids club officers will need to be familiar with their duties and responsibilities in order to conduct club business. To assist with training officers, it is suggested that each officer receive a notebook containing all the K-Kids service bulletins relating to their position. Below is a listing of materials that should be copied and placed in each officer’s manual to assist him or her in guiding club members through a successful year.

Materials to be included in Officers Manuals

President’s Manual (the same materials should be copied for the Vice President)

How To resources:

- #4 - Duties of K-Kids Officers
- #13 - Literature Order Form
- #24 - Project Survey/Interview Guide
- #33 - Ice Breakers
- #34 - Suggested Club Board Meeting Agenda
- #36 - Suggested Club Meeting Agenda
- #37 - Parliamentary Procedure
- #40 - Committee Structure and Function
- #41 - Planning Your Year
- #42 - K-Kids Board of Directors
- #44 - Reports for the Administrative Year

Secretary’s Manual

How To resources:

- #4 - Duties of Builders Club Officers
- #35 - Club Board Meeting Minute Guide
- #37 - Parliamentary Procedure
- #38 - Club Meeting Minute Guide
- #40 - Committee Structure and Function
- #42 - K-Kids Board of Directors
- #44 - Reports for the Administrative Year

Treasurer’s Manual

How To resources:

- #4 - Duties of K-Kids Officers
- #37 - Parliamentary Procedure
• #40 - Committee Structure and Function
• #42 - K-Kids Board of Directors

Sergeant-at-arms
The Sergeant-at-arms helps maintain business type decorum for the group. The value of this position is the peer-to-peer relationship between the sergeant-at-arms and the club members, which helps maintain an atmosphere where the club can carry on its activities. The Sergeant-at-arms should be familiar with school’s conduct policy.

K-Kids Board of Directors
Since most clubs prefer to have as little business as possible brought before regular club meetings, the Board of Directors and the committees conduct most of the club’s administrative and activity planning. The directors (one from each class and often called the class representatives) bring their viewpoints to Board meetings. They assist the president with his/her duties by taking on special assigned tasks from time to time.

This group, comprised of the officers and directors, is directly responsible for the administration of the club.

Information about how the club’s Board of Directors conducts business is more thoroughly discussed in K-Kids Bulletin # 42 – Board of Directors, available in the reference section of this resource guide and on the K-Kids Web site at www.kkids.org.

K-Kids Club Committees
The Standard Form for Club Bylaws states that the K-Kids club should establish the necessary administrative and service committees to fulfill its local needs.

Three club standing committees (or committees that remain consistent each year) should be appointed and include:
• Kiwanis-K-Kids Relations Committee
• Service Project Committee
• Public Relations Committee

The club also may assign special committees to address specific tasks. Special committees are not limited to, but might include:
• Newsletter Committee
• Program Development Committee
• Recognition Committee
• Social Committee

It is a good idea to ask all club members to serve on a committee, this way members are involved in club activities.
Detailed information about K-Kids club committees is included in the reference section of this resource guide in K-Kids Bulletin #40 – Committee Structure and Function.