

October 21, 2011

Kiwanis International has published the functions of some of the officers and committees. Such listing with various references can be found at www.kiwanis.org/pages/resources.

‘President: The club president serves as club leader by setting and implementing goals for improving the members’ club experience, increasing the impact of the club’s service in the community and adding new members to the club. The president plans and presides over all club and board meetings and appoints and delegates tasks to club members. Working closely with the secretary and treasurer, the president ensures the budget is set and approved each October and that all reporting requirements of the district and Kiwanis International are met. Most importantly, the president is charged with establishing a climate of enthusiasm, openness and concern.’

‘Secretary: The club secretary manages club affairs and ensures club operations run smoothly. The secretary works closely with the president and the board of directors and manages all club records, including keeping minutes and attendance of club and board meetings.’

‘Treasurer: The club treasurer coordinates the collection and disbursement of money. Accurate and up-to-date records keeping is imperative in this position. The treasurer also submits IRS tax information to the federal government at the appropriate time each year.’

‘Committee on Club Administration: (NOTE: This committee does not now exist in this club.) This committee is responsible for providing the most effective club meeting possible. Areas of focus should include the club meeting program, risk management, reception, fellowship and inter-club relations, as well as other areas the committee may deem pertinent.’ (NOTE: This committee if and when created, could incorporate the present functions of the Social Committee, the Inter-club Committee and the public relations.)

‘Committee on Community Service: This committee 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 other listed below. ... Community Analysis, Survey tips and tools, Service leadership programs, Read around the world, Kiwanis official partnerships, Kiwanis One Day, Service Project Database and Young Children Priority One.’

‘Committee on Finance and Fund-raising: This group is responsible for preparing a budget of estimated income and expenses for submission to the boards 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.’

‘Committee on Membership Growth and Education: This committee’s main goal is to increase membership. The committee should consider all membership applications and submit its recommendations to the board of directors. The committee also should develop an effective orientation and induction ceremony for new members and promote regular attendance by all members at club meetings.’

‘Membership chair: The membership chair develops new member prospect lists and recruitment opportunities. The membership chair works closely with the

president and secretary to plan membership drives and special club meetings for prospective members. The chair sets growth goals with input from the club president, secretary, lieutenant governors and governor.'

'Committee on Public Relations: (NOTE: This committee does not now exist in this club.) This committee is responsible for helping to ensure that the public receives, through the media and other means, news about events, service projects, fund-raises, goals, programs and achievements of the club.'

'Kiwanis Young Children Priority One: Young Children Priority One (YCPO), an ongoing service program of Kiwanis International, addresses the needs of young children. All clubs are encouraged to carry out at least two YCPO projects per calendar year, through many clubs are able to do more—helping children, families and communities. Before beginning a project:

- Determine the most relevant and important issues affecting youth in the community,
- Conduct a community needs analysis and discuss options with club and community leaders.
- Identify your club's skill set and how you can make a measurable impact.

Projects should strike a nice balance between resources, time and energy. For example, while some club members can work weekly on a project, others can only devote an afternoon a month. Consider identifying projects that appeal to all of your members.'

'Committee on Sponsored Youth: (NOTE: Not currently used by this club) This group shall devise ways and means to establish and support Kiwanis Kids programs in elementary schools, Builders Clubs in junior high or middle schools, Key Clubs in high schools. Circle K International clubs in the universities and colleges and Aktion Clubs for adults with disabilities. It should encourage and promote the activities of all SLP clubs sponsored by the club. The committee should include the Kiwanis club advises to sponsored SLP club.'