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| 75th Anniversary 1989 |  |  |
| Achievement 1970 |  | Responsible for developing and implementing programs to recognize outstanding achievement by Kiwanians, clubs and divisions within the District. |
| Achievement & District Finance 1975 |  |  |
| Achievement 2018 | Club Support Comm | Responsible for developing and implementing programs to recognize outstanding achievement by Kiwanians, clubs, and divisions within the District. |
| Achievement Reports 1947 to 57 | Kiwanis Admin |  |
| Administration 1975 |  | Shall recommend programs and procedures providing for the effective administrative function of clubs. (Capital District Bulletin October 1978) |
| Agriculture, Conservation 1947 to 1957 | Citizenship Services |  |
| Aktion Club 2018 | SLP | Responsible for promoting the concept of continuing and effective sponsorship of aKtion Clubs throughout the District upon the part of the sponsoring Kiwanis Clubs and to provide expertise and assistance to Kiwanis Clubs in establishing aKtion Clubs. |
| Asst. Secretary-Treasurer | Staff | Responsible for Secretary-Treasurer duties in the event of an absence of the DS-T. |
| Attendance, Membership 1947 to 57 | Kiwanis Admin |  |
| Bicentennial 1975 |  |  |
| Bicentennial Bill of Rights 1990 |  |  |
| Boys and Girls Work  1947 to 1957 | Youth Services |  |
| Budget and Finance 2018 | District Policy Comm | Responsible for preparing, reviewing and amending as necessary the annual budget of estimated income and expenses prepared by the District Secretary-Treasurer and submitting the recommended annual budget to the Board. Also responsible for reviewing the proposed budgets for all Kiwanis family district conventions and conferences and submit recommendations to the Board. |
| Builders Clubs 2018 | SLP | Responsible for promoting the concept of continuing and effective sponsorship of Builders Clubs through the District upon the part of the sponsoring Kiwanis Clubs and to provide expertise and assistance to Kiwanis Clubs in establishing Builders Clubs. |
| Bulletin Editor 1981 |  |  |
| Business Standards 1947, 1948 |  |  |
| Bylaws and Policies 2018 | District Policy Comm | Responsible for reviewing recommendations from any committee with policy implications and provide recommendations to the District Board and drafting proposed changes to the District Policy Statements for approval by the Board. |
| Charter II 1986 |  |  |
| Children’s Fund Representative | Staff | Responsible for promoting the KCF, The Eliminate Project and assisting clubs in obtaining recognition for their members. |
| Children’s Miracle Network 1986 |  |  |
| Circle K  1957, 1960 | Youth Services | The District Administrator is responsible to the Kiwanis District Board for the proper operation of Capital District CKI and serves as the primary advisor to the CKI District Governor and other District Officers.  The Zone Administrators will give guidance to all sponsoring Kiwanis Clubs and CKI clubs in their division and provide education/counseling to new CKI clubs as well as other non-sponsoring Kiwanis clubs in the division. |
| Citizenship Services 1972 | Monthly Report | Non-electronic Monthly Report – Projects that covered community activities (not fund raisers) |
| Classification & Membership 1947, 1948 |  |  |
| Club Development & Member Resources 1987, 1989 |  |  |
| Club Operations 1986 |  |  |
| Club Programs 1947, 1948 |  |  |
| Committee on District Meetings 1980 |  |  |
| Convention Credentials 1986 |  |  |
| Convention Training 1986 |  |  |
| Conventions and Meetings 2018 | Club Support Comm | Responsible for developing and maintain a comprehensive list of meeting facilities in the Capital District, for soliciting, negotiating and presenting contracts for future meeting sites and maintaining Kiwanis family calendar of all meetings to ensure that no scheduling conflicts occur with any district function. |
| District Bulletin Editor 1947 to 57 | Special Comm |  |
| District Convention 2018 | Club Support Comm | Responsible for planning and executing the annual District Convention and assisting the Board in formulating the official program and the order of business for the Convention. |
| District Convention General Chair 1947 to 57 | Kiwanis Admin |  |
| District Convention Host  1947 to 57 | Kiwanis Admin |  |
| District Editor 2018 | District Staff | Responsible for editorial content of the District’s bi-monthly magazine “The Capital Kiwanian”. |
| District Publication Designer 2018 | District Staff | Responsible for graphical layout and publication of the District’s bi-monthly magazine “The Capital Kiwanian”. |
| District Secretary-Treasurer 2018 | District Staff | Responsibilities are delineated in Article V, Section 8 of the District Bylaws |
| Extension 1947, 1948 |  |  |
| Finance 1947, 1948, 1970 |  |  |
| Fund Raising & Club Finance 1972 |  |  |
| Fund Raising 1975 |  |  |
| Historian 2019 | District Staff | Responsible for maintaining the Historical Archives of the District, including Annual club narrative reports, record of club charter dates, lists of District, regional, division, and club officers and press clippings reporting Kiwanis activities in the District. |
| HOBY 1986 |  | Hugh O’ Brian Youth Foundation |
| Human & Spiritual Aims 1986 | Monthly Report | Requirement category for monthly reports prior to electronic filing. |
| I-Plan |  | Responsible for preparing a five (5) year and one (1) year plan, based on plans submitted by the clubs and divisions, setting out specific annual goals and objectives for the District during that period. |
| Inter-Club Relations 1947 to 57 | Kiwanis Admin |  |
| Interclub 1975 |  |  |
| International Convention 1970 |  | Promote Kiwanis International Convention attendance and participation. Later to be known as “ICON”. |
| International Relations 1970, 1980 |  |  |
| International Understanding 1986 |  |  |
| K-Family Relations 1983 |  |  |
| K-Family Weekend 1986 |  |  |
| Key Club  1949 to present | Youth Services | The District Administrator is responsible to the Kiwanis District Board for the proper operation of Capital District Key Club and serves as the primary advisor to the Key Club District Governor and other District Officers. The Zone Administrators will give guidance to all sponsoring Kiwanis Club s and Key Clubs in their division and provide education/counselling to new Key Clubs as well as other non-sponsoring Kiwanis clubs in the division. |
| Key Leader 2018 | Club Support Comm | Responsible for coordinating all activities relating to the operation of the District-wide Key Leader Program. |
| KI Foundation 1981 |  |  |
| Kiwanianne Clubs 1984 |  |  |
| Kiwanis Education & Attendance 1971 |  |  |
| Kiwanis Education and Fellowship 1947 to 57 | Kiwanis Admin |  |
| Kiwanis Kids 2018 | Club Support Comm | Responsible for promoting the concept of continuing and effective sponsorship of Kiwanis Kids Clubs thought the District upon the part of the sponsoring Kiwanis Clubs and to provide expertise and assistance to Kiwanis Clubs in establishing Kiwanis Kids Clubs. |
| Kiwanis Youth Organization 1948 | Monthly Report |  |
| Know to Say No 1990 |  |  |
| Laws & Regulations 1947 to 57 | Kiwanis Admin |  |
| Leadership Development & Education |  | Responsiblie for providing approved education to all Kiwanisians in the District by overseeing all Certified Instructors and managing district specific cirliculum. |
| Long Range Planning 1994, 2018 | District Policy Comm | Responsible for preparing a five (5) year and one (1) year plan, based on plans submitted by the clubs and division, setting our specific annual goals and objectives for the District during that period. |
| Major Emphasis 1972 | Monthly Report | Non-electronic filing: Club Activities and Projects dealing with young children ages Prenatal to age 5. |
| Marketing & PR 1986 |  |  |
| Maryland Zone 1972 |  |  |
| Member Retention -South, North 1991 |  |  |
| Membership Development 1970 |  |  |
| Membership Growth -South, North 1991 |  |  |
| Midwinter Conference 1975 |  |  |
| Music 1971 |  |  |
| New Club Building  1947 to 57 | Kiwanis Admin |  |
| New Club Building Accredited Rep. 1975 |  |  |
| New Club Field Rep. 1975 |  |  |
| On-To-International Conv 1947 to present | Kiwanis Admin | Promotes the upcoming international Convention and encourages attendance by all clubs. |
| Operations Drug alert 1970 |  |  |
| Parliamentarian 1972, 2018 | District Staff Position | Advises the presiding officer on all matters of parliamentary procedure at board meetings and the District Convention. |
| Partnership Coordinator |  | Responsible for helping clubs identify opportunities to partner with the minded organizations in their community and nationally. |
| Past District Governors 1947 to 57 | Kiwanis Admin |  |
| Past Governors 1947, 1948, 1970, 2018 | Club Support Comm | Committee functions as a senior advisor to the District Governor and District Board. |
| Past Lt. Governor 2018 | Club Support Comm | Committee functions as a senior advisor to the District Governor and District Board |
| Pediatric Trauma Center 1987 |  |  |
| Permanent Committee on District Meetings 1982 |  |  |
| Photographer 1980 |  |  |
| Pilot Growth Projects 1990 |  |  |
| Programs 1973 |  |  |
| Programs and Music 1947 to 57 | Kiwanis Admin |  |
| Project 30 1976 |  |  |
| Project 39 1987 |  |  |
| Public & Business Affairs 1970 |  |  |
| Public and Business Affairs 1947 to 57 | Citizenship Services |  |
| Public Relations  1947 to 57 | Kiwanis Admin | Responsible for increasing awareness of Kiwanis (i.e. who we are, what we do) to both Kiwanis members and the communities in the Capital District. |
| Quality of Environment 1970 |  |  |
| Redivisioning 1990 |  | The year old Division 6 was eliminated |
| Resolutions  1947 to 57 | Kiwanis Admin |  |
| Risk Manager, Management 1986 | Staff | Responsible for advising District officers and clubs on matters of liability and insurance. |
| Robert P. Connelly Award 1989 |  |  |
| Save a Club Strike Forces 1980 |  |  |
| Seat Belt Safety 1990 |  |  |
| Serving Children of the World 1986 |  |  |
| Special Club Services 1970 |  |  |
| Special Olympics 1990 |  |  |
| Spiritual Aims 1970 | Monthly Report | Non-electronic category – club projects to church related activities. |
| Sponsored Youth 1947, 1948, 1980 | Monthly Report | Club activities with CKI, Builders Clubs |
| Sports 1972 |  |  |
| Strategic Planning 1986 |  |  |
| Support of Chances in Spiritual Aims 1947, 1948 | Monthly Report |  |
| Support of Churches in Spiritural Aims 1947 to 57 | Citizenship Services |  |
| Teenager of the Year 1986 |  |  |
| The Formula |  | Responsible for introducing Kiwanis into new communities around the District and strengthening existing clubs. |
| Training 1975 |  |  |
| Underprivileged Child 1947 | Youth Services |  |
| Virginia Zone 1972 |  |  |
| Vocational Guidance  1957 to | Youth Services |  |
| Young Children Priority 1986 | Monthly Report |  |
| Youth Exchange International 1989 |  |  |
| Youth Protection Manager 2018 | District Staff | Responsible for division District officers and clubs on matters related to the protection of youth. |
| Youth Services 1960 | Monthly Report | Non-electronic category: club projects for children ages 5 to 18. |
| Youth Services Director 1972 | SLP |  |