

## Kiwanis International Role Summary

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**Role:** Kiwanis Club President

**Supported by:** Kiwanis Club Board and Kiwanis Lieutenant Governor

**Role Summary:** Serves as club leader by setting and implementing goals for improving the members' club experience and increasing the impact of the club's service in the community by adding new members to the club.

**Qualifications:** A proven leader with the ability to:

- Motivate and inspire volunteers
- Empower and influence others
- Manage time
- Build relationships with community leaders
- Facilitate club meetings
- Lead by example
- Facilitate change
- Use Microsoft Office Products Suite

**Responsibilities:**

- **Establishes a vision** (or implements the stated vision) for the club and motivates and inspires club members to meet that vision.
- In consultation with the Board of Directors, **establishes goals for the club** including membership growth and community service goals.
- **Facilitates** fun, educational and efficient club meetings. Ensures a quality speaker/program.
- **Ensures a successful club experience** by providing a New Member Orientation, surveying the members regularly (Club Excellence Tool), and maintaining high quality standards.
- **Ensures that the club is productive** by leading the club to participate in a periodic Community Analysis and supporting Kiwanis branded service projects and fundraising events that are meaningful to the members and the community. Fulfills sponsorship responsibilities to Service Leadership Clubs.
- **Organizes an effective Leadership Team** by appointing and training effective committee chairmen to focus on the club's goals. **Leads effective and efficient Board Meetings.** Implements a succession plan for future leaders ensuring a seamless transition.
- **Communicates regularly** with club members to keep members informed about the business and activities of the club.
- **Fulfills all other duties** documented in the Standard Form for Club Bylaws

**Role:** Lieutenant Governor

**Supported by:** Kiwanis District Board and Kiwanis District Governor

**Role Summary:** Serves as a leader in the district by expanding Kiwanis' reach through the opening of new Kiwanis clubs and helping clubs improve the value of the club experience.

**Qualifications:** A proven leader with the ability to:

- Motivate and inspire volunteers
- Manage Time
- Build relationships with club and community leaders
- Encourage, support, coach and counsel club presidents
- Focus energy on the objectives
- Lead by example
- Facilitate change
- Use Microsoft Office Products Suite

**Responsibilities:**

**Supports the goals of the District.**

- Is accountable for meeting the membership growth goals for the division. Drives membership growth in the district specifically by focusing on the opening of new Kiwanis clubs and assisting current clubs in recruitment and retention efforts.
- Ensures that the club experience is at a level that is attractive to new and existing members. Coordinates assistance by communicating with the TAG Team, District Board and Kiwanis International

**Serves as a leader in the District** by communicating the vision/messages of Kiwanis International and the District to the clubs and motivating the members to action.

- Ensures participation in Club Leadership Education sessions.
- Speaks on behalf of the district and prepared messages are positive, personal and passionate.
- Communicates regularly with club presidents. Provides opportunities to meet face to face by scheduling productive Division Council meetings.
- Supports succession planning by ensuring a seamless transition among preceding, current and succeeding administrations.

**Serves on the District Board of trustees** and as a liaison between the club and the district.

**Invests time and resources** in those clubs with the potential for the greatest return. Evaluates, coaches, supports and provides positive reinforcement to Kiwanis clubs in the division.

**Role:** Governor-elect

**Supported by:** Kiwanis International Board of Trustees and the Kiwanis Governor

**Role Summary:** Leads the district by implementing the current district goals. Plans for the next year by organizing a leadership team and setting goals.

**Qualifications:** A proven leader with the ability to:

- Communicate the vision
- Focus energy on the objectives
- Empower and influence others
- Motivate and inspire volunteers
- Lead by example
- Delegate to staff and volunteers
- Build relationships
- Facilitate change
- Use Microsoft Office Products Suite

**Responsibilities:**

**Lead the district** by implementing the goals established for the administrative year prior to the year in which s/he will serve:

- Help organize and open new clubs.
- Communicate the district goals when speaking to members.
- Assist clubs in their membership growth efforts by focusing on improving the club experience.
- Participate in all district board meetings

**Organize a leadership team** to serve as an advisory panel. In consultation with current district leaders, identify enthusiastic, interested, and objective club members who may have new ideas for moving the district forward. Work with leadership team to identify committee leaders, and establish and meet district and organizational goals.

**Establish goals** to complete during the next administrative year. Goals should complement the long-term goals already established for the district and the organization and should include new-club building, member recruitment and retention, service (including Service Leadership Programs) and fundraising.

**Provide direction to next year's district teams** and ensure that all district-sponsored events are fun, educational, and motivational and represent "excellence".

- Ensure that convention forums support the goals of the district.
- Ensure that incoming club and district leaders receive the required training for their positions.
- Participate in the planning of mid-year and district convention programs.

## Kiwanis International Role Summary

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**Role:** Governor

**Supported By:** Kiwanis International Board of Trustees

**Role Summary:** Leads the district by implementing organizational goals, developing and leading a strong district leadership team, communicating the vision/messages of the organization to the members in the district and aligning followers by motivating and inspiring the members to take action.

**Qualifications:** A proven leader with the ability to:

- Communicate the vision
- Focus energy on the objectives
- Empower and influence others
- Motivate and inspire volunteers
- Lead by example
- Delegate to staff and volunteers
- Build relationships
- Facilitate change
- Use Microsoft Office Products Suite

**Responsibilities:**

- **Serves as a leader of Kiwanis International**
  - Implements organizational goals and establishes and/or implements district goals in consultation with the Board of Trustees.
  - Communicates the vision of the organization to the members in the district and aligns followers by motivating and inspiring the members to take action.
  - Influences and empowers volunteers and staff to fulfill the district's strategic objectives.
  - Communicates regularly with Governor-elect and Lieutenant Governors electronically to ensure that energy is focused on the objectives.
  - Speaks at district conventions, lieutenant governor education sessions, club meetings and other events. Prepared messages are positive, personal and passionate and motivate members to take action.

- **Supports the goals of the Kiwanis International strategic plan.**
  - Accountable for meeting the membership growth goals for the district. Drives growth of district membership specifically by focusing on opening new clubs.
  - Ensures active participation by lieutenant governors and TAG Team/district growth team members, assists in identifying new club sites, participates in the process of opening new clubs, and presents charters to new clubs.
  - Actively supports Kiwanis branded service projects and Kiwanis Service Leadership Programs.
  
- **Develops and leads an effective District Leadership Team**, establishes a district action plan, supports lieutenant governors (and district trustees if applicable) and leads effective and efficient Board Meetings.
  - Establishes or supports a strategic plan for the district.
  - Ensures the efficient administration of the district.
  - Leads the Board by communicating with board members regularly between meetings and leading efficient meetings. Plans and communicates the board agenda in advance focusing on those topics directly related to success in the district. Facilitates relationships between the district leaders, committee chairmen and lieutenant governors to ensure district goals are met.
  - Implements a succession plan in the district ensuring a seamless transition among preceding, current and succeeding administrations.
  
- **Supports member pride and education** by ensuring quality district events and promoting attendance at district and international events.
  - Ensures that all district-sponsored events are fun, educational and motivational and represent “excellence”. Ensure that convention forums support the goals of the district
  
- **Serves as an ambassador for Kiwanis International Foundation** through personal support for the Foundation, promoting the annual fund, and encouraging major gift/planned gifts for the Endowment Campaign.
  
- **Fulfills all other duties** documented in the Kiwanis International Bylaws, Board Procedures, and/or the Standard Form for District Bylaws.

**Approval:**

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Kiwanis International President

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CEO/Executive Director, Kiwanis International

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Date

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Date