

# Resources

## Annual club meeting (election of officers)

### Guidelines

*Taken from Standard Form for Club Bylaws, Article XI and XII*

#### **TIMING**

The annual club meeting should be held during a regular club meeting between the first week of April and the second week of May. The date should be announced at least two weeks in advance. A quorum\* for club elections requires that at least one third of the members be present for elections to be valid.

#### **PURPOSE**

Elect officers and directors and hear annual reports from the club president, secretary and treasurer.

#### **SCHEDULE**

5 weeks in advance (or more): The president appoints a nominating committee to make nominations and prepare a ballot to elect officers and directors

2 weeks in advance: The nominating committee submits a list of nominees. For officers, that should be no more than two for each office. For directors, no more than the number of director positions to be filled plus three candidates. The president-elect should be the sole candidate for president nominated by the committee.

1 week in advance: Nominations from the floor may be made for any position to be filled.

At the election meeting: The president should appoint an elections committee to distribute, collect and count ballots and report the results to the president, who then announces them. (Additional nominations from the floor may be made at this meeting, if desired.)

#### **HOW NOMINATIONS ARE MADE**

##### *1. By the nominating committee*

President: "We will have the report of the nominating committee."

Chairman of the nominating committee: "The nominating committee submits the following nominations: For president, Bob Adams; for vice president..." (etc., for each office to be filled following the order listed in Article VI, ending with directors to be elected).

##### *2. From the floor*

President: "For president, Bob Adams is nominated by the nominating committee.

Are there any further nominations for president?"

Member: "I nominate Shanice Walker."

President: "Shanice Walker is nominated. Are there any further nominations for president?"

If there are no further nominations for president:

President: "If not, nominations for president are closed." (The same procedure is followed until all nominations from the floor for all officers and directors are completed and nominations are closed.)

*\*A quorum is most commonly defined as more than half. However, for the annual meeting, a quorum is defined as at least one-third of the members.*

## VOTING PROCEDURE

For any office in which there are more nominees than vacancies, the Standard Form for Club Bylaws (XII, 2) provides that “voting shall be by ballot and shall not be cumulative.” The president announces the offices to be filled and the candidates who have been nominated. Candidates must receive a majority of votes cast to be elected. If additional balloting is required for this to happen, bylaws prescribe the procedure.

Kiwanis clubs may make available to each member in good standing the option to vote electronically or by paper ballot for annual club officer elections. Electronic voting should be done via a secure web-based method, not e-mail, and currently is not permitted for club matters other than elections.

When the number of nominees for any office is the same as the number of vacancies, the president can declare candidates elected by “common consent” or by a “voice vote.”

### 1. *By common consent*

President: Announce the office and the candidate. For example: “If there is no objection, the chairman declares Laura Conaway elected president.”

### 2. *By voice vote*

President: “As many as are in favor of Laura Conaway for president, say aye.

Those opposed, say no. The ayes have it, and Laura Conaway is elected president.”

If there have been no additional nominations from the floor, the entire slate recommended by the nominating committee can be elected similarly, one at a time.

In any case, “only active, privileged and senior members present and in good standing may vote. There shall be no voting by proxy or absentee ballot.” Honorary members may not vote. (If a club votes electronically, a member is considered “present” if he/she votes while the polls are open.)

(Note: Depending upon your own bylaws, the secretary must either (1) be elected at the annual meeting by the club membership, or (2) be elected within one week after the annual meeting by the officers and directors who will constitute the board of directors the following year. (See XII, 7, and the explanatory note to XII, 1.)

# Resources

## Club president's conference

### Timeframe

To be conducted during the club's first or second regular club meeting in October.

### Topics to cover

Thank immediate past president and outgoing leadership team.

Introduce the incoming club leadership team:

- Officers
- Board of directors
- Committee chairmen
- Special appointments (newsletter editor, special advisor to the president, public relations, etc.)

Distribute club roster.

Distribute and review club bylaws.

Announce the Kiwanis International president's goals for the year.

Announce club's major goals and objectives for the year and what is needed and expected from members for the club to have a great year.

Have committee chairmen and others announce any immediate upcoming events or special plans.

## Club president's conference

### Sample agenda

*Notification: Establish a time and place for meeting and make certain each elected and appointed club official will attend.*

Conference site \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

TIME	TOPIC	PRESENTER	TIME ALLOCATED
	<b>Opening:</b>		
_____	Call to order	_____	_____
	Flag salute (optional)	_____	_____
	Invocation (optional)	_____	_____
_____	Present overview of upcoming year (club organization, plans)	<u>Incoming president</u>	_____
	Distribute club, division and district goals and plans	<u>Incoming president</u>	_____
	Acknowledge preparation for this conference and the upcoming year, by incoming elected and appointed club officials	<u>Incoming president</u>	_____
_____	Secretary's report and discussion (review of bylaws, reports, awards; distribution of calendar of upcoming events, activities and deadlines)	<u>Incoming secretary</u>	_____
_____	Reports of club officers and appointees review all officers, appointees general duties/responsibilities, committee goals, action plans)	_____	_____
_____	Treasurer's report and discussion (current service/incoming treasurer administrative accounts, preliminary budget of income/expenses)	_____	_____
_____	Establish schedules (board meetings, committee meetings, committee report due dates)	_____	_____
_____	New business	_____	_____
_____	Questions/answers	_____	_____
_____	Adjourn	_____	_____

# Resources

## Board of directors meeting

### Sample agenda

#### Roll call

#### Club Secretary's report

- Minutes
- Correspondence

#### Treasurer's report

- Administrative and service accounts
- Approval for payment of bills

#### Report from membership committee

- Proposed new members
- Resignations
- Review club rosters

#### Other committee reports \_\_\_\_\_

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#### Unfinished business (prepare list in advance) \_\_\_\_\_

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#### New business \_\_\_\_\_

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#### Club evaluation (discussion/suggestions for positive adjustments in club operations)

Attendance	Club newsletter	Builders Club	Key Leader
Membership	New-club building	Key Club	President's goals
Club meetings	Inter-clubbing	Circle K	Service to community
Fundraising	Kiwanis education	Aktion Club	Committee functioning
Finances	Public relations	Kiwanis Kids	

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#### Division business

#### District business

#### International business

## Club meeting

### Protocol

Kiwanis protocol is planning and carrying out meetings in accordance with commonly accepted standards of good manners, dignity, courtesy and proper respect for all participants.

- Members are greeted as they arrive.
- Flags, banner, bell, gavel, name badges, lectern and guest badges are in place. Audiovisual aids are checked before the meeting.
- Visiting Kiwanis leaders (governor, lieutenant governor, etc.) are seated at the head table, if applicable, and recognized once during the meeting; they need not be recognized by each program participant. If a club invites the district governor or lieutenant governor, the club assumes all expenses with the exception of transportation.
- Complimentary meal arrangements for any guests are made prior to their arrival.
- It is a traditional practice in many Kiwanis clubs for members to rise and applaud when their lieutenant governor or governor, a member of the Kiwanis International board, a past president of Kiwanis International, or other distinguished Kiwanian is introduced.
- When both the district governor and the host lieutenant governor are present at a club meeting, the president introduces the lieutenant governor who, in turn, introduces the governor.
- General introductions include inter-club delegations, visiting Kiwanians, potential members, representatives of sponsored program groups and other guests.
- All members stand for the invocation.
- The president develops a standard timed agenda, knows who will have the floor, briefs all participants on their roles and begins and ends meetings on time (p. 60).
- The president should recognize the achievements of individuals and committees and express thanks on behalf of the club.

### COURTESIES TO SPEAKERS

- Inform a speaker of:
  - the date, time and place of the meeting
  - any request for speech content
  - approximate size of the audience
  - meeting agenda, time allotted for the speech and adjournment time
  - what equipment is available (lectern, screen, etc.)
- Request the spelling and pronunciation of the speaker's name and a résumé for publicity and an introduction.
- A designated member greets the speaker and introduces him or her to the president and other members. The speaker is given a guest or speaker's badge and seated at the head table. Have a cup or bottle of water at his or her place (or the podium).
- A brief, formal introduction of the speaker precedes the presentation. It is appropriate to say thank you to a speaker with an inexpensive token of appreciation. Consider making a donation on his or her behalf to a cause that reflects the club's focus on service and community. Club members should informally introduce themselves and express their thanks following the program. A day or two later, a note of appreciation should be sent from the club.
- Members who must leave before or during a speaker's presentation should apologize to the speaker before leaving and sit at the rear in order to leave unobtrusively.
- Many clubs make it a practice to rise and applaud when the speaker is introduced or at the conclusion of the presentation.

# Resources

## Club meeting

### Sample agenda

	PERSON RESPONSIBLE	START TIME	END TIME
<b>Opening ceremony</b> <i>(This may include a patriotic song or pledge, an inspirational thought, an invocation or a simple welcome.)</i>	_____	_____	_____
<b>Introductions</b> <i>(Visiting district and division officers, new members, inter-clubs, other guests)</i>	_____	_____	_____
<b>Communications received</b>	_____	_____	_____
<b>Announcements</b> <ul style="list-style-type: none"> <li>• Board actions</li> <li>• Projects</li> <li>• Meetings</li> </ul>	_____ _____ _____	_____ _____ _____	_____ _____ _____
<b>Committee chairmen reports</b>	_____	_____	_____
<b>Recognition of members</b> <ul style="list-style-type: none"> <li>• Induction ceremony</li> <li>• Awards received</li> <li>• Newspaper publicity</li> <li>• Birthdays</li> <li>• Anniversaries</li> <li>• Club achievements</li> <li>• Extend greetings to visitors expressing appreciation for their attendance</li> </ul>	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<b>Presentations</b> <ul style="list-style-type: none"> <li>• Certificates and other awards</li> </ul>	_____	_____	_____
<b>One-minute education spot</b>	_____	_____	_____
<b>Program</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Program</li> <li>• Thanks</li> <li>• Extend appreciation to visitors for attending</li> </ul>	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
<b>Adjournment</b>	_____	_____	_____

## Induction of new members

### Suggested script

*While this is only a suggested format, keep in mind that the purpose of an induction is to begin the new member's Kiwanis experience in a meaningful way. This ceremony focuses on the importance of personal sponsorship of a new member and what it means to be a Kiwanian.*

#### **PRESIDENT:**

Kiwanis is something so good that each of us should want to share it. Surely there is no better evidence of our willingness to share Kiwanis than to sponsor a new member into our club. Today we are very pleased to recognize \_\_\_\_\_ (sponsoring Kiwanian) for wanting to share his/her "K" with our newest member, \_\_\_\_\_ (new member). The induction will be led by \_\_\_\_\_ (inductor), \_\_\_\_\_ (information about inductor: past club president, lieutenant governor, etc.) I would like to ask these individuals to join me here.

#### **INDUCTOR:**

We are all very thankful to \_\_\_\_\_ (sponsor) for sponsoring our new member. \_\_\_\_\_ (sponsor), will you introduce \_\_\_\_\_ (new member) to his/her fellow Kiwanians?

#### **SPONSOR:**

Thank you. I take great pride in presenting our newest member, \_\_\_\_\_ (new member). He/she lives in \_\_\_\_\_ (city). He/she and \_\_\_\_\_ (spouse, if applicable) have \_\_\_\_\_ (number) children. \_\_\_\_\_ (new member) is originally from \_\_\_\_\_ and has a \_\_\_\_\_ (degree) from \_\_\_\_\_ (school name). He/she is a \_\_\_\_\_ (title or position) with \_\_\_\_\_ (employer). Among his/her special interests are \_\_\_\_\_. I am very excited to be his/her sponsor.

#### **INDUCTOR:**

\_\_\_\_\_ (new member), by presenting you with this Certificate of Membership, I welcome you, on behalf of the entire membership, into the Kiwanis Club of \_\_\_\_\_. (Inductor presents membership certificate to the new member.)

#### **PRESIDENT:**

We welcome you to this global organization of volunteers dedicated to changing the world one child and one community at a time.

Will you, \_\_\_\_\_ (sponsor), now place the pin on \_\_\_\_\_'s (new member) lapel? (Sponsor pins new member with "K" he/she has been wearing today.)

\_\_\_\_\_ (sponsor), the club thanks you for your willingness to share the values of service and fellowship in Kiwanis International with another individual. A new member for our club means new ideas, new enthusiasm, greater fellowship—and greater service. (If there is some recognition piece for the sponsor, it can be presented now.)

Today we have brought into our club a new member. As evidence that we commit to keeping our obligation to him/her as well, let's all stand and welcome \_\_\_\_\_ (new member) into our club! (Applause) As we adjourn, I would encourage you to introduce yourself to \_\_\_\_\_ (new member). Thank you!

# Resources

## Installation of club officers

### Arrangements worksheet

To be conducted at the end of September or the beginning of October.

PERSON RESPONSIBLE

#### Preliminary organization

- Plan the budget.
- Arrange date with incoming lieutenant governor.
- Select and contract site.
- Arrange meal and entertainment.
- Order pins and awards.

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#### Programs

- Design program.
- Determine quantity and order.
- Take programs to site.
- Distribute programs.

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#### Participants

- Prepare list of honored guests.
- Prepare list of outgoing and incoming officers and directors with pronunciation guide for installing officer.
- Invite spouses and other special guests, including presidents and faculty advisor(s) of Circle K, Key Club, Builders Club, Kiwanis Kids or Aktion Clubs.
- Confirm attendance and make reservations for expected attendees.

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#### Seating arrangements

- Follow club tradition to determine seating. Generally, a head table includes the incoming and retiring presidents, the lieutenant governor (or other installing officers), the invocator, the master of ceremonies and speakers (if any). If spouses are invited, the spouses of these participants also are seated at the head table.
- Use place cards for honored guests.
- Fill out and arrange nametags on head table.

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#### Decorations

- Order centerpieces for tables.
- Pick up and arrange decorations.

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# Installation of club officers

## Sample agenda

PERSON RESPONSIBLE

**Call to order**

\_\_\_\_\_

**Pledge of allegiance (U.S. clubs)**

\_\_\_\_\_

**Invocation**

\_\_\_\_\_

**Welcome**

\_\_\_\_\_

**Introduction of head table**

\_\_\_\_\_

**Introduction of other guests**

\_\_\_\_\_

**Introduction of entertainment**

\_\_\_\_\_

**Special presentations**

Recognition of retiring directors and officers

Recognition of immediate past president

Achievement awards and recognition

\_\_\_\_\_

**Installation**

New directors

Secretary

Treasurer

Vice president

President-elect

President

\_\_\_\_\_

**Acknowledgments**

\_\_\_\_\_

**Closing**

\_\_\_\_\_

**Adjournment**

\_\_\_\_\_

**Payment of expenses**

\_\_\_\_\_

**Evaluation**

\_\_\_\_\_

PRESIDENT

# Resources

## Installation of club officers

### Suggested script

Recognize retiring directors and officers who will not be holding another office in the new year. The installing officer should ask these individuals to stand. This person thanks them for the leadership given to the club in the past year. The audience is asked to recognize them with applause.

**Suggested text:** (Ask immediate past president to come forward as his/her name is announced.)

*“It is a wise provision in Kiwanis that provides for the immediate past president to continue one more year as a member of the board of directors. Experience as chief executive officer this past year will enable you to be most helpful, not only to your successor, but to the business of the club by the new board of directors and the club. It is my pleasure to present to you your past president’s pin and by so doing, to charge you with giving your best as you remain a member of the board for one more year. Congratulations to you on your fine record this past year.”*

**Suggested text:** (Ask new directors to come forward as their names are announced.)

*“The board of directors of a club is composed of you, the elected directors and the officers. The board of directors handles most of the business of the club, so you have a tremendous responsibility. You shall determine the policies and activities of the club, approve the budget, approve all bills, take counsel with committees and have general management of the club. I know you will accept these responsibilities with a desire to see that this club has the best year ever. It now becomes my pleasure to formally install each of you as a director of this club.”*

**Suggested text:** (Ask new secretary to come forward as his/her name is announced.)

*“In Kiwanis, the ‘unsung hero’ is the club secretary. Your role in handling club affairs, such as looking after all details of the club and board meetings, reports to be made, dues to be collected, correspondence to be answered and records to be kept up to date is all important if the club is to continue to run smoothly. The importance of the club secretary cannot be overemphasized. There has yet to be a successful Kiwanis club without an interested or effective secretary. I hereby formally install you as secretary of this club.”*

**Suggested text:** (Ask new treasurer to come forward as his/her name is announced.)

*“As treasurer, you have been elected to an office demanding not only absolute integrity but also financial ability. It is your task to deposit the funds of the club and to disburse them upon the direction of the board of directors. You will report on the club’s finances at each meeting of the board and at such other times as the president and the board may request. I formally install you as treasurer of this club, knowing that you will be faithful to the trust given to you.”*

**Suggested text:** (Ask vice president to come forward as his/her name is announced.)

*“As next in line to the president, all that the president is, you are potentially. You will carry out the duties in the president’s absence. I would ask that you consider the remarks made to your new president as being addressed to you also. I formally install you as vice president of this club.”*

(If the club has more than one vice president, these remarks must be adjusted accordingly.)

**Suggested text:** (Ask president-elect to come forward as his/her name is announced.)

*“You have been selected to lead your club during the following year. I ask that, like the vice president, you would consider the remarks made to your new president as being addressed to you also. As you plan activities in your life, be mindful of the responsibilities you are accepting for leadership in the future with your club. You already have committed to attend the club leadership education when it is offered and attendance at division and district meetings. I hereby formally install you as president-elect of this club.”*

**Suggested text:** (Ask president to come forward as his/her name is announced.)

*“You have been elected to the highest office your club can bestow upon you. It is an office of great honor but, also one with great responsibilities. To no small degree, the success of your club in this new year will depend upon the leadership you exhibit in the conduct of club and board meetings, and in counseling and inspiring your committees. You have been provided with the materials and the education designed to help you administer this club as its chief executive officer, but let me emphasize again several aspects of Kiwanis club leadership. Though you will be making many suggestions on the total program of the club, you must not become discouraged if your ideas are not always accepted. Your fellow officers, directors and committee chairmen will also have many excellent ideas just as worthy of consideration. Do not assume the responsibilities of your fellow officers and your committee chairmen. Rather, inspire each of them to give of his or her best. Finally, I urge you to accept as your goal the task of making your club better, more meaningful to its members and more valuable in its service to the community. I hereby formally install you as president of this club, and I sincerely hope that your administrative year will exceed your fondest expectations.”*

## CONCLUSION

*“I congratulate the club on the excellent officers installed on this day, and wish for them and your club a most successful year. I can assure you of the complete cooperation and assistance of the division, district and international officers and committee chairmen.”*

**PLEASE NOTE:** On some occasions, time simply will not permit more than a very brief installation ceremony. In such cases, the following might be used as is or as modified by the installing officer:

**Recognition of retiring directors and officers who will not be holding another office in the new year.** (Use suggestions in preceding ceremony.)

**Recognition of immediate past president.** (Use suggestions in preceding ceremony.)

**Installation of new officers and directors.** (If room permits, ask these individuals to come forward so they might better be seen by the audience.)

*“I do hereby proclaim that each of you is officially installed in the office to which you have been elected.*

*“I congratulate the club on the excellent officers installed on this day and wish for them and your club a most successful year. I can assure you of the complete cooperation and assistance of the division, district and international officers and committee chairmen.”*

# Resources

## President's monthly checklist

### April–June (prior to your term of office)

- Announce date, time and location of Club Leadership Education (CLE) as soon as they become available, and be certain the club secretary and treasurer plan to attend.
- Schedule a summer planning meeting with Kiwanis club leadership, Kiwanis club advisor(s) of any Service Leadership Programs (SLP) and the officers of the sponsored club.
- Seek advice from current officers for next year and assist them in making the current year highly successful.
- Select committee chairs and special appointees.
- Ensure completion of CLE for you and the club secretary.
- Attend Kiwanis International convention and make plans to attend your district convention.
- Note division council and new-club building dates for the year and mark your calendar accordingly.

### July (prior to your term of office)

- Make final selections for committee chair positions and special appointees. Each should understand the expectation of the position and the resources/support available from you and the club.
- Review growth materials. Work with the club membership committee chairman to develop a solid growth plan. Include at least four membership campaigns for the year, along with ongoing recruiting and retention programs. Look for ideas at [www.KiwanisOne.org](http://www.KiwanisOne.org).
- Arrange a meeting with the current president. Seek advice on areas of improvement in the club. Ask about conducting a community analysis and the Club Excellence Tool in August to help develop goals for the upcoming year.
- Arrange a meeting with current and incoming secretaries to review the Club Leadership Education material, Leadership Guide and report forms.
- Report back to your club about your attendance at the international convention.
- Accompany Builders Club, Key Club and Kiwanis Kids committee chairmen to visit the school principals to reinforce the sponsored club support for the coming year. Confirm sponsorship needs of Circle K International and Aktion Clubs as well.
- Finalize plans to attend the district convention as one of your club's three delegates.

### August (prior to your term of office)

- Ensure you and the club secretary have completed CLE training by September 30 (required to attain Distinguished Club status).
- Following the summer planning meeting, incorporate the calendar of SLP events into your Kiwanis club calendar.
- Finalize a growth plan with the membership committee and plan membership campaigns. Target groups not represented in club.
- Schedule a budget planning session with the board and committee chairmen for late September. The club budget must be approved prior to October 1. Be sure to plan for SLP needs when you create your budget.
  - Determine the need for director’s and officer’s liability insurance with club board.
  - Consider what financial assistance will be given to delegates and alternates attending the international convention.
  - Consider what financial assistance will be given to delegates attending the district convention.
- See that the treasurer receives copies of pertinent information from the incoming secretary.
- Arrange a meeting with the current and incoming treasurers. Review responsibilities and current procedures at that meeting.
- Review Kiwanis International Foundation activities and contribution programs for clubs and individuals.
- Approve donation to Kiwanis International Foundation for Annual Club Gift Campaign.

### September (prior to your term of office)

- Develop an agenda for club president’s education of incoming officers and appointees that includes discussion of responsibilities, goals, events and deadlines for the coming year. Sources for education information are available in the Leadership Guide.
- Review Kiwanis International awards programs as well as any awards programs offered by your division or district.
- Make plans for any joint service, social and/or fundraising activities for the year with your club’s sponsored SLP clubs.
- Make plans for Kiwanis Family Month (November).
- Make certain every officer, board member, committee chairman and special appointment is prepared to “hit the ground running” on October 1.
- Ask incoming secretary to prepare an updated club roster for distribution to members in October.

# Resources

## President's monthly checklist

### September (continued)

- Conduct the club president's conference at the first or second club meeting in October. The purpose of this meeting is to:
  - Thank immediate past president and outgoing leadership team.
  - Introduce the incoming club leadership team.
  - Distribute and review club bylaws.
  - Announce the club's major goals and objectives for the year and what is needed and expected from members for the club to have a great year.
  - Have committee chairmen and others announce any upcoming events or special plans.
- Report back to your club about your attendance at the district convention.
- Extend invitation(s) to sponsored SLP club president(s) and faculty advisor(s) to attend the club officer installation event.
- Ensure representatives from your Key Club attend Key Leader weekends.

### October–September

For every board meeting

- Coordinate with the club secretary to prepare the meeting agenda.
- Review progress on each goal and project.
- Review the club roster and determine non-attending members. Re-engage them in club meetings and activities now.
- Collect committee reports.

For every club meeting

- Coordinate with the club secretary to prepare the meeting agenda.
- Confirm program/speaker (if applicable).
- Evaluate past month's meetings and adjust as needed.
- Confirm new-member inductions for the meeting and have supplies ready.
- Begin and end the meeting on time.
- Ensure committee chairmen submit reports to the club secretary.
- Encourage the active involvement of all members.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their needs.

### October

- Develop goals and the resources needed to accomplish each, based on the use of the Club Excellence Tool assessment; recommendations of committees; advice of current and incoming officers, board members, and other club leaders; and goals established by the division, district and international. Submit club goals to your lieutenant governor.
- Announce and make preparations for the lieutenant governor's visit.

## October (continued)

- Before your first club meeting, review sample agenda and minutes formats.
- Before your first board meeting, review minutes of past month's board meeting prepared for board approval.
- Finalize this year's goals and budget at this club board meeting. Reinforce officers' education
- Check with each committee chairman and club officer. Set meetings for October and November.
- Ask public relations committee chairman to submit a news release about the installation of club officers to the local newspaper. Encourage the chairman to publicize club news throughout the year.
- Inform club about the opportunities to sponsor a Key Club, CKI, Kiwanis Kids, Aktion Club or Builders Club and generate club interest to do so as soon as possible.
- Be the first to induct a new member. Challenge others to follow your example.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## November

- Make certain all club, division, district and international news, projects and events are communicated through newsletters and announcements. Members should learn something about Kiwanis each week.
- Review progress of the distinguished criteria.
- Ensure that committee chairmen submit reports to the club secretary.
- Observe Kiwanis Family Month. Designate weeks to recognize the Circle K International, Key Club, Builders Club, Aktion Club and Kiwanis Kids clubs that your club sponsors.
- Ask public relations committee to work on a public awareness event or a service project with high visibility.
- Plan a special program to celebrate Kiwanis International Foundation Week (any week this month can be designated for Kiwanis International Foundation Week).

## December

- Make plans for sponsored club interaction for January through May. Initiate plans to host a parent appreciation event for Key Club, Builders Club or Kiwanis Kids parents.
- Encourage members to attend mid-year conferences.
- Continue to encourage club members to register for and attend the international convention.

# Resources

## President's monthly checklist

### January

- Support your Service Leadership Parents membership campaign to bring in new members whose children you support in their schools.
- With the club secretary, review first quarter club and board meetings; committee programs/projects; membership growth; member involvement; and involvement in division, district and international events and programs. Review club budget and goals. Look for areas of success as well as needed improvements.
- If desired, consider any proposed resolutions or amendments to the International Bylaws your club would like to have presented at the international convention. Submit these to the International Office by February 15.
- Make plans for your club's involvement in Kiwanis One Day, including PR/marketing for this event.

### February

- Make certain your Circle K International and Key Clubs elect and report new officers to district and international.
- Consider any proposed resolutions or amendments to the International Bylaws your club would like to see presented at the international convention.
- Appoint a nominating committee at least five weeks prior to the annual club meeting. (*Review Articles XI and XII of club bylaws.*)
- Ensure your Key Clubs and Circle K International clubs are represented at district conventions.
- Remind Key Clubs and Circle K International clubs to attend their district's education session.

### March

- Review the club roster at your board meeting. Attempt to call or personally visit non-attending, non-participating members. Re-involve them in the club.
- Ensure plans are completed for Kiwanis One Day participation.
- Review Kiwanis International award programs, as well as district, division and club award programs. Determine if your club is on target. Look for additional opportunities.
- Appoint a nominating committee (*see Standard Form for Club Bylaws, Articles XI and XII*) and prepare for the annual club meeting/election of officers.
- Encourage club members wishing to attend the international convention to submit their registration form.
- Elect two primary delegates and two alternate delegates to represent the club at the international convention, at least 60 days prior to the convention. Next year's club president should be a delegate.

## March (continued)

- If desired, consider items of business to be proposed at the district convention.
- If not already completed, elect three delegates to represent your club at the district convention. The three should be elected at least 30 days prior to the convention. Next year's club president should be a delegate to the district convention.
- Ensure Circle K International and Key Clubs attend their district conventions.

## April

- Ensure club involvement in Kiwanis One Day.
- Support your service-focused membership campaign to bring in new members by inviting them to join in service.
- Finalize plans for delegates, alternates and other club members to attend the international convention.
- If not already completed, elect two delegates and two alternates to represent your club at the international convention, and make sure they are reported to the International Office by April 30 on the delegate certification form.
- Conduct the annual club meeting/ election of officers between April 1 and second week in May. (*See Standard Form for Club Bylaws, Articles XII and XIII.*)
- Assist your sponsored clubs with end-of-year recognition activities. Invite their parents and have Kiwanis membership materials available for them. Present mementos to outgoing officers and faculty advisors.
- Invite the incoming lieutenant governor to install incoming officers. Installation is usually conducted at the end of September or the beginning of October.
- Meet with incoming president. Offer advice on areas of potential improvement in the club.
- Remind the president-elect to accompany Builders Club, Key Club and Kiwanis Kids committee chairmen to visit the school principals to ensure plans are made for the coming year. Planning meetings with committee chairmen and applicable administrators should also be completed for Circle K International and Aktion Club.
- Participate in Kiwanis International Foundation's Skip-a-Meal week (last full week of April.)
- Remind the incoming president to attend the Club Leadership Education session offered in your area. Contact district office for details.

# Resources

## President's monthly checklist

### May

- Finalize plans for delegates, alternates, and other club members to attend the International convention. Members may still register; see the registration form for instructions at this point.
- Submit the Annual Report of Club Election by June 1.
- If desired, consider items of business to be proposed at the district convention.
- If not already completed, elect three delegates to represent your club at the district convention.

### June

- Review Kiwanis International award programs, as well as district, division and club award programs. Determine if your club is on target. Look for additional opportunities.
- Submit the Annual Report of Club Election by June 1.
- Involve your successor in club operations and procedures and encourage early preparation for next year.
- Ensure your Circle K International and Key Clubs are represented at their international conventions.
- Finalize plans for delegates and other club members to attend the district convention.

### July

- Review club and member accomplishments and recognize contributions.
- Finalize plans for delegates and other club members to attend the district convention.
- Confirm the attendance of the incoming lieutenant governor at the installation of incoming officers. Installation is usually conducted at the end of September or the beginning of October.
- Ask club members who attended the international convention to report to your club about the business that was conducted and their experiences.
- Remind the president-elect to accompany Builders Club, Key Club, and Kiwanis Kids committee chairmen to visit the school principals to ensure the sponsored programs plans are made for the coming year. Also, a meeting with the college/university officials on the campus of Circle K International club should be set up as well.
- Plan the installation ceremony. Work with your secretary to make certain the merchandise order is submitted for items traditionally used by your club to honor incoming and outgoing officers and other club leaders (officer pins, plaques, certificates, etc.) and allow three to six weeks plus shipping time for items requiring personalization.

## August

- Assist incoming president with planning for upcoming year.

## September

- Order any awards earned by club members.
- Ask club members who attended the district convention to report to your club about the business that was conducted and their experiences.
- Conduct an installation ceremony.
- Encourage representatives from your Key Club to attend Key Leader weekends.

## October (following your term of office)

- Pass president's materials to incoming club president.

*Congratulations on your year of success!*

*Your district needs strong leaders. Consider becoming a lieutenant governor.*