

## **President's items of importance**

April-June (prior to your term of office)

- Announce date, time and location of lieutenant governor's 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 all officers of club.
- 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 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.

- 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 all officers have completed CLE training by September 30 (required to attain Distinguished Club status).
- Following the summer planning meeting, incorporate the calendar of SLP sponsored club events into your Kiwanis club calendar.
- 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.
- 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.
- Assist in planning an event for Kiwanis Kids' Day, the fourth Saturday of September.

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; the Young Children: Priority One program; and Kiwanis policies and procedures. 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.
- 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 club officer installation event.
- Ensure representatives from your Key Club and CKI club attend Key Leader weekends.
- Celebrate Kiwanis Kids' Day (fourth Saturday of September)

## 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.

## 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.
- Support your Re-member membership campaign to bring past members back into the club. More information will follow in August.
- Announce and make preparations for the lieutenant governor's visit.

- Review Kiwanis International Foundation activities and contribution programs for clubs and individuals. Inform the membership about the club's opportunity for participation in the Annual Club Gift Campaign.
- 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.
- Approve donation to Kiwanis International Foundation for Annual Club Gift Campaign.
- 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 achievement award progress.

- 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 for January.
- Plan a special program to celebrate Kiwanis International Foundation Week (any week this month can be designated for Kiwanis International Foundation Week).
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## 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.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## 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.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## 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.*)
- Continue to encourage club members to register for and attend the international convention.
- 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.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## 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.
- If desired, consider items of business to be proposed at the district convention.
- Encourage club members wishing to attend the international convention to submit their registration form.
- Appoint a nominating committee (*see Standard Form for Club Bylaws, Articles XI and XII*) and prepare for the annual club meeting/election of officers.
- 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.
- 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.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## 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.
- 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.*)
- 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.
- 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.
- Plan the installation ceremony as your responsibility. 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.
- 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 the sponsored programs 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.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

- 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.

## 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.
- If desired, consider items of business to be proposed at the district convention.
- Submit the Annual Report of Club Election by June 1.
- If not already completed, elect three delegates to represent your club at the district convention.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## 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.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.
- 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.
- Confirm with your secretary that 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.
- 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.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## August

- Assist incoming president with planning for upcoming year.

- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## September

- Support your diversify membership campaign to bring in new members to add variety to your club.
- Order any awards earned by club members.
- Celebrate Kiwanis Kids' Day, the fourth Saturday in September.
- 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 and Circle K International club attend Key Leader weekends.
- Make sure new members receive proper orientation and induction.
- Help new members get involved with club committees in areas that match their interests.

## 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.*