

## 220 - DISTRICT STANDING COMMITTEES AND KEY POSITIONS

### 220.1 – Standing Committees (6/15)

*Note to districts: These would be considered to be automatically inclusive under Art. V, Sec. 1, of the new Standard Form for District Bylaws. Districts should not specifically list these committees in your bylaws. That way, districts will not then have to amend their bylaws if K.I. changes this list in future. (They also should not be listed within district policies, which would imply that district boards could then change the listing. However, if desired, they may be included in a reference addendum to policies or the bylaws.)*

- A. Kiwanis International requires the following district standing committees, which shall be appointed by the district: (1/92) (6/15)
  1. **Aktion Clubs** (in districts where appropriate) shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). (4/00) (1/01)
  2. **Builders Club** (in districts where appropriate) shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. (1/92)
  3. **Bylaws and Policies** shall examine the district's bylaws, policies, and procedures and shall submit any necessary or recommended revisions to the district board; shall cooperate with the board in drafting proposed amendments; and shall report on all properly proposed amendments to the district bylaws. The committee shall also cooperate with the board in interpreting the spirit of the district bylaws when necessary and in securing the proper observance of obligations, standards, and practices stated or implied. (1/92) (4/12)
  4. **Circle K** (in districts where appropriate) shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)
  5. **District Convention** shall assist the district board in implementing the official program and order of business for the conventions of the district. (1/92) (6/15)
  6. **Finance** shall prepare a budget of estimated income and expenditures for submission to the district board; receive and review the annual audit; periodically review any financial reports prepared by the treasurer; and perform such other duties as may be requested by the district board. (1/92) (6/15)
  7. **The Formula (Membership/Club Opening)** is a special initiative of Kiwanis to open clubs and strengthen membership in existing clubs. This committee is responsible for the Formula's success in the district and for providing direction and support for club opening and membership strengthening in the district. Currently, this committee consists of The Formula (Membership/Club Opening) team in each district, serving multi-year terms. The committee chair shall be the key position (coordinator) on The Formula

(Membership/Club Opening). (1/92) (6/15)

8. **Human and Spiritual Values** (in districts where appropriate) shall encourage the clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values. (1/92) (6/15)
  9. **Kiwanis International Convention** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. (4/12)
  10. **Key Club** (in districts where appropriate) shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)
  11. **Key Leader** (in districts where appropriate) shall recruit and train a volunteer team to market the Key Leader program throughout the district; work with Kiwanis International Staff to recommend dates and locations for successful events within the district; and appoint and support the site coordinator for each district event. Note: The Key Leader chair should have experience working with teens, as well as good communication and technology skills, and must be able to attend the annual Key Leader regional training conference organized by Kiwanis International. Key Leader chairs are asked to serve a calendar year, since most events take place in October and November. (4/12)
  12. **Kiwanis International Foundation** shall, in cooperation with district leadership, promote and represent the International Foundation in the district. The committee shall encourage all Kiwanis clubs in the district to participate in the Annual Club Gift campaign and encourage all Kiwanis members in the district to support the Kiwanis Children's Fund. (4/12)
  13. **Kiwanis Kids** (in districts where appropriate) shall assist Kiwanis clubs in establishing K-Kids clubs in primary/elementary schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). The committee also shall promote the Bring Up Grades (BUG) and Terrific Kids programs to Kiwanis clubs in the district. (6/15)
  14. **Leadership Development and Education** shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club. The committee chair shall be the Leadership Development Coordinator. (1/92) (6/15)
  15. **Resolutions** shall review all proposed resolutions for consideration and recommendation to the district board and shall draft any resolutions directed by the district board. The Resolutions Committee may modify, combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention. (6/15)
  16. **Service** shall assist clubs in the district in rendering effective service in their communities. (1/92) (4/12)
- B. Committee Composition:** A standing committee may be composed solely of a chairperson. (6/15)

- C. Terms:** Each standing committee shall serve for a term of one (1) year, but may serve multiple consecutive terms. All Committees, with the exception of the service leadership programs committees shall begin their terms of office on the first day of October. (1/92) (6/15)

The terms of office of the Committee on Key Club and the Committee on Circle K shall begin at the conclusion of the respective sponsored programs district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified. (1/92) (4/12)

- D. Service Leadership Programs Committees:** The Circle K, Aktion Club, Builders Club, Kiwanis Kids, and Key Club Committees shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. The Key Leader Committee shall be appointed by December 1 also and shall assume responsibilities on January 1. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis district board of trustees under the bylaws and policies of the district. (1/92) (6/15)

For greater continuity and efficiency, the chairmen of the Committees on Aktion Club, Builders Club, Circle K, Kiwanis Kids, Key Club, and Key Leader are encouraged to serve consecutive terms, for such length of time as determined by the district. (6/15)

The chairmen of the Committees on Aktion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club will be known as the district administrator for Aktion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club, respectively. The chairmen of the Committee on Key Leader shall be known as the district chairman. (1/92) (4/12)

## **220.2 – District Key Positions**

*Note to districts: (See Note under 220.1, which also applies here.)*

Kiwanis International also requires and shall significantly support the following key positions in districts, which shall apply to all districts unless otherwise noted. Key positions shall be selected by the districts, upon approval by Kiwanis International. (6/15)

Appointees should have previous experience in their subject area; are requested and strongly encouraged not to simultaneously hold other Kiwanis leadership positions above the club level; and are encouraged to serve multi-year commitments of three years unless otherwise noted. (6/15)

Key positions may have a committee to assist them, if the district deems appropriate, appointed at the discretion of the district board. (6/15)

*Note: The exceptions to this are the committee on The Formula (Membership/Club Opening) and the committee on Leadership Development and Education, which are required per Procedure 220.1.*

Other details regarding key positions shall be determined by Kiwanis International and stated in the respective position descriptions. (6/15)

### **A. Risk Manager (6/15)**

Risk Managers should be appointed in all North American districts. (4/13) (6/15)

The Risk Manager will instruct clubs on how to avoid or minimize risk and communicate regularly with Kiwanis International. This person should have a background in property or

casualty insurance. (4/13) (6/15)

**B. Youth Protection Manager (4/13)**

Youth Managers should be appointed in all districts which have Service Leadership Programs for youth. (4/13) (6/15)

The Youth Protection Manager will instruct clubs on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. This person should have a background in youth training, education, or law enforcement. (4/13) (6/15)

**C. The Formula (Membership/Club Opening) Coordinator**

The Formula is a special initiative of Kiwanis to open new clubs and strengthen membership in existing clubs. The Formula (Membership/Club Opening) Coordinator is responsible for providing direction and support for club opening and membership strengthening in the district. This position collaborates with the district leadership team to develop goals and objectives for inviting and retaining members. (6/15)

**D. Leadership Development Coordinator**

The Leadership Development Coordinator is responsible for implementation of the education, training, and leadership development of club presidents and secretaries in the district using programs established by Kiwanis International. This person may have a role, at the district's discretion, in educating or training other leaders such as Lieutenant Governors and Trustees. (6/15)

**E. Partnership Coordinator**

The Partnership Coordinator is responsible for connecting clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form new partnerships in selected regions, applicable to those areas. (6/15)

**F. Public Relations Coordinator**

The Public Relations Coordinator is responsible for guiding and assisting clubs with public relations via various media and ensuring adherence by clubs and the district to the branding guidelines established by Kiwanis International. (6/15)

**220.3 – Additional Standing Committees and/or Key Positions**

Districts may have additional standing committees and/or key positions beyond those mandated by Kiwanis International, provided each is approved by the district's House of Delegates and stated in the district's bylaws. (6/15)

*Note to districts: These would encompass any committees or chair position that the district considers to be crucial (that is: not at the discretion of individual governors or individual boards), not already mandated by K.I. Any such committees or chairs must be "approved by the district's House of Delegates and stated in the district's bylaws"*