

## Club Officers Training Guide

A sponsoring Kiwanis club and co-sponsoring Circle K/Key Club have the privilege and responsibility to give constant counsel and guidance to the entire program of their sponsored K-Kids club. One valuable method of providing guidance is to thoroughly train each new set of K-Kids officers, directors, and committee chairmen before they assume their positions. The following provides steps to effectively conduct K-Kids Officers Training.

Kiwanis recognizes the value of its leadership-training program, and such a plan for these elementary school students can be equally effective. In fact, it is even more important for K-Kids because they do not have past Kiwanis-family leadership experience. Lack of education is always a major factor contributing to the ineffectiveness or even failure of a club, and the total K-Kids program must depend upon each sponsoring Kiwanis club and co-sponsoring Circle K/Key Club furnishing effective guidance to the K-Kids club.

**WHEN:** Each time a new set of K-Kids officers takes office.

**WHERE:** At a convenient and adequate location selected by the chairman of the committee on K-Kids in consultation with the Kiwanis president and K-Kids president and faculty advisor.

**HOW LONG:** Part of an afternoon. It is suggested training begin with a luncheon, if arrangements and finances permit.

**WHO:** All K-Kids officers, directors, committee chairmen, and the faculty advisors.

**STAFF:** Officers and directors of the Kiwanis club and co-sponsoring Circle K/Key Club and their entire committees on Builders Club.

### REFERENCE MATERIALS FOR USE BY INDIVIDUAL CONDUCTING TRAINING:

**Bulletins:**

- K-Kids in Your Community Booklet
- Duties of Builders Club Officers
- Standard Form for Club Bylaws
- Kiwanis Board Policies on K-Kids
- How to Conduct a Meeting (Using Parliamentary Procedure)

### MATERIALS TO BE INCLUDED IN OFFICERS MANUALS:

**Copy the following service bulletins to create a President's Manual (the same materials should be copied for the Vice President)**

**Bulletins:**

- #4 – Duties of Builders Club Officers
- #13 – Literature Order Form
- #24 – Project Survey and Interview Guide
- #33 – Ice Breakers
- #34 – Suggested Board Meeting Agenda
- #36 – Suggested Club Meeting Agenda
- #37 – How to Conduct a Meeting (Using Parliamentary Procedure)
- #40 – Committee Structure and Function
- #41 – Planning Your Year

- #42 – Board of Directors
- #44 – Reports for the Administrative Year

### **Secretary's Manual**

- Bulletins:**
- #4 – Duties of Builders Club Officers
  - #35 – Board Meeting Minute Guide
  - #37 – How to Conduct a Meeting (Using Parliamentary Procedure)
  - #38 – Club Meeting Minute Guide
  - #40 – Committee Structure and Function
  - #42 – Board of Directors
  - #44 – Reports for the Administrative Year

### **Treasurer's Manual**

- Bulletins:**
- #4 – Duties of Builders Club Officers
  - #37 – How to Conduct a Meeting (Using Parliamentary Procedure)
  - #40 – Committee Structure and Function
  - #42 – Board of Directors

### K-Kids Board of Directors

Since most clubs prefer to have as little business as possible brought before regular club meetings, the Board of Directors and the committees conduct most of the club's administrative and activity planning. The directors (one from each class and often called the class representatives) bring their viewpoints to Board meetings. They assist the president with his/her duties by taking on special assigned tasks from time to time.

This group, comprised of the officers and directors, is directly responsible for the administration of the club.

(Copies of these bulletins may be downloaded from the K-Kids Web site, [www.kkids.org](http://www.kkids.org) and additional copies are available from Kiwanis International upon request.)

### **MODEL AGENDA**

It is recommended that the training conference be presided over by the faculty advisor and the sponsoring Kiwanis president or the chairman of the Committee on K-Kids. Officers and directors of the Kiwanis club and members of the committee should be assigned various sections of the agenda, as should be the officers of the co-sponsoring Circle K/Key Club.

#### Agenda

- A. Call to order and invocation (or reflective reading)
- B. Introduction
- C. Conduct an icebreaker exercise to encourage participation. (See Builders Club Bulletin #33)
- D. Purpose of conference—by Kiwanis president or chairman of the K-Kids Committee.
- E. Duties of club president
  1. Familiarize himself/herself with K-Kids support literature.
  2. Review specific duties.
  3. Plan his/her work and prepare a calendar. (This should include planning for programs and activities including service projects.)
  4. Plan for and preside at the weekly club meeting. Discuss the availability of programs through utilizing members of the Kiwanis club as well as suggestions of the Kiwanis club's K-Kids committee and co-sponsoring Circle K/Key Club.
  5. Make effective use of board meetings. (Review *How to Have Successful Meetings* booklet included in the November mailing to faculty advisors and sponsoring Kiwanis clubs.)
  6. Be familiar with the Standard Form for Club Bylaws. (Copies may be downloaded from the K-Kids Web site, [www.kkids.org](http://www.kkids.org) or requested from the K-Kids Department at Kiwanis International.)

F. Duties of the club vice-president

1. Review duties
2. Emphasize serving as president's "right arm" and giving supervision to committee activities.

G. Duties of club secretary

1. Review duties.
2. Discuss importance of maintaining efficient records.
3. Encourage the submitting of Activity Reports. (A report form is sent to each club in the October, December, and February mailings and is available on the K-Kids Web site, [www.kkids.org](http://www.kkids.org) from Kiwanis International upon request.)

H. Duties of club treasurer

1. Review duties.
2. Encourage prompt payment of International membership fees. The International fees are payable on October 1; they are delinquent 60 days thereafter. Prior to October 1, each club receives a Membership Fee Invoice/Club Membership Form, which should be completed and sent with the check for International fees to Kiwanis International.

I. Duties of board of directors

1. Review duties.
2. Discuss preparation of annual club calendar.

J. Suggestions for committee chairmen

1. General

- a. Develop plans for regular committee meetings.
- b. Become familiar with past activities of the club.
- c. Clear all projects with the board of directors.
- d. Use subcommittees to supervise various projects.
- e. Keep club advised of each committee's plans and activities.

2. Specific duties

- a. Kiwanis-K-Kids club relations committee
- b. Service projects committee
- c. Public relations committee

K. The following suggestions are made for the benefit of the service project committee.

1. Service to school and community—sources of project ideas are:  
Suggestions of club members, faculty, and Kiwanis sponsors concerning the needs and opportunities in the school and community.
2. Joint Kiwanis-K-Kids club projects. (Developed in cooperation with the standing committees of the sponsoring club.)
3. Further planning.

L. Parliamentary procedure – K-Kids Service Bulletin #37 – Parliamentary Procedure is available to assist club officers and members with the procedure used to conduct a meeting. This bulletin is available on the K-Kids Web site at [www.kkids.org](http://www.kkids.org) or by request from the K-Kids staff at Kiwanis International.

M. K-Kids contests, programs, and projects

1. Contest Booklet (available on the K-Kids Web site at [www.kkids.org](http://www.kkids.org) or by request from the K-Kids staff at Kiwanis International. )
2. Benefits of membership. (Refer to the K-Kids in Your Community Booklet posted on the Web site or available by request from K-Kids staff at Kiwanis International.)
3. Kiwanis International family members should serve as a resource for identifying possible club projects
  - K-Kids ([www.kkids.org](http://www.kkids.org))
  - Builders Club ([www.buildersclub.org](http://www.buildersclub.org))
  - Key Club ([www.keyclub.org](http://www.keyclub.org))

- Circle K ([www.circlek.org](http://www.circlek.org))
- Kiwanis Junior ([www.kiwanis.org](http://www.kiwanis.org))
- Kiwanis International ([www.kiwanis.org](http://www.kiwanis.org))
- Kiwanis International Foundation ([www.kiwanis.org/kif](http://www.kiwanis.org/kif))
- Aktion Club ([www.aktionclub.org](http://www.aktionclub.org))

#### N. Adjournment

The following are additional items for discussion and further planning:

1. Arrange a plan for regular visits of K-Kids club members to Kiwanis meetings on a rotating basis.
2. Development of plans for annual joint Kiwanis-K-Kids club meeting involving all members of both clubs (and co-sponsoring Circle K/Key Club, if applicable).
3. Instituting a “Buddy Program”—a program for assigning each K-Kids member to an individual Kiwanian for a school year.
4. Plan a recognition program at the end of the school year to applaud the accomplishments of the club. Parents, school administrators, and members of the sponsoring clubs should be invited. Kiwanis-family lieutenant governors and any district officers residing in the division also should be invited.