

### Duties of Club Officers

The Standard Form for K-Kids Bylaws states that the officers of a K-Kids shall be president, vice-president, secretary, and treasurer. Election of new officers should be conducted at a meeting during the spring semester. The new officers should assume their responsibilities at the last meeting of the school year. Each officer shall be a member in good standing. No other limitations or restrictions should be placed on these officers.

#### Office of President/Vice President

The president is elected to this office as a matter of trust by fellow members. The first and major responsibility is to live up to that trust. The president must take an active part and concern in every member and function of the club. The following list of duties and suggestions are guidelines for exercising the responsibilities of the office of president. The vice-president should assist the president in carrying out these responsibilities. The vice-president is also responsible for the club administration in the absence of the president.

#### Duties of the President/Vice President

1. Study and be familiar with parliamentary procedure in order to conduct meetings properly.
2. Take the lead in helping the club develop projects to carry out during the year.
3. Appoint committee chairpersons and committee members as soon as school starts. Make sure every club member is on a committee.
4. Plan regular club meetings and board of directors meetings. See that an agenda is prepared and followed for each meeting.
5. Make certain a budget of income and expenses is developed and followed.
6. Maintain a file of records to pass on to the next president.
7. See that committees remain active, conduct regular meetings, and submit reports.
8. Work closely with your faculty advisor in all aspects of club operation.

9. Make sure Kiwanis members are invited to your club meetings and projects.

The president, with the assistance of the faculty advisor, should carefully plan all parts of the meeting. The agenda should be carefully timed so the meeting can adjourn at the required time.

#### Suggested President's Agenda

- Call to order
- Singing of national anthem
- Pledge to flag
- Invocation
- Introduction of visitors (each guest should be assigned to a specific club member)
- Announcements and club business (from committee chairpersons, etc.)
- Introduction of speaker or planned program
- Acknowledgment to speaker
- Adjournment

Though each club president is unique, there are some general guidelines that each should follow.

**Be diplomatic.** More can be accomplished by personal good manners than simply the use of the power your office provides. Try to be firm but do not hurt anyone. If it is necessary to speak to a member about a problem, do it personally, privately, and kindly.

**Use good judgment.** Do not rush into programs or projects without full investigation and consideration of all consequences involved. Rash decisions can be dangerous and jeopardize the reputation of your club.

Always seek the advice of your counselors and advisors. Their function is one of consultation, and their advice is based on past experience.

**Always encourage.** Do not fail to compliment club members on the work they do. Single out individuals for special merit when a job is done well. When recommending activity to a committee or individual, do it as a means of assistance rather than an order. Do not use your praise loosely.

**Show appreciation.** Thank everyone for any assistance given your club and do so promptly. Your advisors will particularly appreciate such gestures, as will everyone else with whom you make contact.

Though it is their responsibility to help, they are no different than you and like to know that their efforts are worthwhile. It is even beneficial to thank people for pointing out mistakes you occasionally may make. It will increase respect for yourself, your position, and your club.

**Delegate responsibility.** See that the other officers of your club are allowed to fulfill their functions. This bulletin defines each area of responsibility. Work as a team.

**Never fail to tell the K-Kids story.** Maintain a public relations committee to inform the school and community of the merits, activities, and programs of your club.

**Show pride.** Encourage your members to wear the K-Kids button. It will produce a club spirit and help to make your club known.

**Use your resources.** The International Office is designed to assist you. Find out how you can contact them for literature, activity suggestions, or help to solve problems. Be specific when you write. On all correspondence be certain to properly identify your club address. Always call on your Kiwanis club and faculty advisor for help when you need it or are unsure about something.

**Be prompt.** Answer your correspondence as soon as possible. Pay all bills on time, but never send cash through the mail.

**Be prepared.** Prepare for all meetings ahead of time. Nothing is worse than sitting through a meeting where there is no organization. Your members will lose interest and stop attending. Always have an agenda.

**Cooperate with other organizations in the school.** Try not to undertake activities that someone else is working on, because most duplication of effort is ineffective.

### **Offices of Secretary and Treasurer**

The K-Kids secretary and treasurer also have important responsibilities to the club. They have been elected because fellow club members trust them to do a good job.

The following lists of duties are guidelines in helping them perform their jobs.

#### **Duties of the Secretary**

1. Handle general correspondence, including thank-you letters when needed.
2. Collect reports from the committee chairpersons.
3. Attend club meetings and keep records. The following information should be in the record of each meeting:
  - Number of members present
  - Guests
  - Presiding officer
  - Speaker or program and subject

- Committee reports
  - Announcements
4. Attend board meetings and take minutes.
  5. Maintain club files, which should include:
    - Copies of club meeting records and board meeting minutes
    - Club bylaws
    - Club's charter and charter membership list
    - Roster of club members
    - Copies of any correspondence
    - Club's scrapbook
    - Supplies catalog

#### **Duties of the Treasurer**

1. Maintain financial records of all funds received and spent.
2. Prepare the club budget for the year.
3. Report to the board at each meeting on the status of the club treasury.