

Board of directors

The board of directors is composed of the club's executive officers (president, vice president, secretary, treasurer and sergeant-at-arms) and directors (one individual from each class or the class representatives). The board of directors is responsible for administration of the club. Board members share information during meetings and make decisions about conducting club business.

The club president develops an agenda, a listing of points for discussion. The president asks members to submit topics for inclusion on the agenda, and committee chairmen are asked to give reports, which also are listed as items on the agenda. (K-Kids bulletin #34: *Sample board meeting agenda* is available to assist in the development of an agenda.)

The president leads the group through the agenda by presenting each discussion item and listening to comments and suggestions. In doing so, the group should use parliamentary procedure, a set of rules for conducting business meetings. (K-Kids bulletin #37: *Parliamentary procedure* will assist the board of directors with the process of presenting suggestions, or motions, and voting on those motions in order to carry out action.)

The club's secretary should take notes (or minutes) during board discussion. (K-Kids bulletin #35: *Club board meeting minutes guide* will assist the club secretary with taking minutes during the meeting.) Minutes of the board meeting are filed in a notebook and kept as a record of club business. Board meeting minutes direct club members in their activities by clearly identifying which projects the board voted to conduct.

If possible, every member of the club should serve on a committee. This way each club member has a voice in directing club business, since committee chairmen present topics for discussion to the board of directors.

As the club's governing body, the board of directors should:

- Conduct regular monthly meetings at a time determined by the board.
- Require that the chairman of each committee or a representative be present at each meeting to give a report of the committee's activities.
- Make suggestions to the committees regarding their work; outline an active, continuous program of club service, social and fundraising activities.
- Approve the budget and approve all club expenditures if applicable.
- Request that the Kiwanis advisor or representative and faculty advisor be present at all board meetings.
- Perform other duties such as may be referred to by the club.
- Appoint members to all standing and special committees as needed to carry out the club's service program. Each member should be on a committee and actively engaged in the work of the club.
- Report all action taken by the board of directors to the club at the regular business meetings. Invite members to attend board meetings at any time.
- Approve new members and membership deletions.