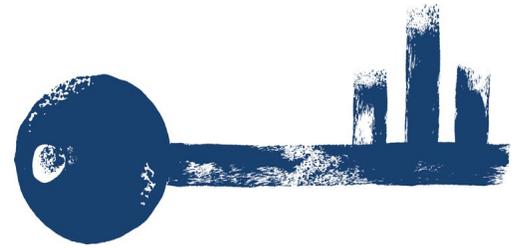


Duties of a President

CNH KIWIN'S Membership Resources

During the next year, you will be planning, organizing, and carrying out responsibilities associated with your roles as the club's chief executive officer. Many of these leadership responsibilities are listed below. Be assured that everyone in your club wants you to be successful. Most members will help you succeed if the tasks and expectations are clearly defined and reasonable. Always remember: Enthusiasm is contagious! You will be working very closely with me this year and my service will be at your dis-

Duties & Responsibilities:



- Appointing and delegating, taking great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, ensure that the tasks are successfully followed through.
- You are a significant role model. Attendance to regular club meetings, board meetings, and all club activities is crucial. Attend and encourage all members to attend all events, with major emphasis on Fall Rally and District Convention.
- Always evaluate club meetings and operations. It will lead to continuous improvement in the club.
- Goal setting for results. Goals must be clear and attainable.
- Continually monitor the club's progress toward goal accomplishment and the activities of all officers and appointees.
- Motivating all members to establish a climate of enthusiasm, openness, concern, and familiarity.
- Make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun. You are responsible for agenda setting and for making certain that the vice-president is prepared to preside in your absence.
- Make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
- Recruiting and retaining: make certain that all members are active and involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, year-long membership campaign with weekly and monthly goals to be achieved. Make certain new members understand KIWIN'S and become active immediately.

- The club president bears ultimate responsibility for meeting the reporting requirements of the district and Kiwanis.
- Succession: prepare next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those who you think would be successful in certain positions for the following year.
- Assisting club officers, board, and committee chair people. They must all clearly understand and carry out their responsibilities throughout the year.

Weekly Duties:

- Conduct and preside over regular KIWIN'S meetings
- Conduct and preside over KIWIN'S board meetings
- Keep officers and committees running smoothly
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure delinquent members are contacted
- Meet with faculty advisor to cover agenda points and current club issues.
- Make sure that your member's are attending club meetings.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Work alongside board members to ensure that they are doing their jobs.

Monthly Duties:

- Make sure all Monthly Reports are submitted on time.
- Keep in touch with the student administration.
- Make a list of the upcoming month's activities and post them.
- Organize and participate in inter-clubs.

Yearly Duties:

- Work toward a net increase in membership over the previous year.
- Receive help and information from the past president.
- Read and study all KIWIN'S educational materials.
- Set up good Kiwanis-Family relations.
- Study your membership roster and form efficient committees.
- Appoint or conduct elections for class representatives. (Optional)
- Make sure that each member has paid their dues and have received a membership

card.

- Assist the secretary in filing your club's annual and monthly reports.
- Conduct elections for new officers and make sure they learn about their respective offices.
- Assist the new president in every way possible to learn about the office and KIWIN'S.
- Send club delegates to District Convention and International Convention.
- Plan at least a few social activities or projects over the summer to maintain excitement and interest for KIWIN'S. Invite potential members from the incoming freshman class.

Source: Key Solutions—Key Club membership resources



a Kiwanis-family member

kiwins.org

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