

Committee Structure and Function

The Standard Form for Club Bylaws states that the K-Kids club should establish the necessary administrative and service committees to fulfill its local needs. A committee consists of a group of people, who gather together to accomplish a task or goal.

The club is required to establish three standing committees (or committees that remain consistent each year). The club also may assign special committees to address specific tasks. The club's three required committees include: the Kiwanis Family-K-Kids Relations Committee, Service Project Committee, and the Public Relations Committee.

If possible, all club members should serve on a committee. This will keep club membership involved and informed! Remember, every club member has a strength or talent to contribute to the club. The key to establishing successful committees is to find each club member's talents and ask that club member to serve on a committee that utilizes his or her talents. If a club member enjoys creative writing, for example, ask that individual to serve on the Public Relations Committee. Or a club member has been in the club for a year and understands the Kiwanis family, ask this individual to serve on the Kiwanis Family-K-Kids Relations Committee.

To assist the club with establishing the required committees, a description of each standing committee and examples of possible special committees are listed in this bulletin.

Standing Club Committees

Kiwanis Family-K-Kids Relations Committee

The Kiwanis Family Relations Committee works with the Service Project Committee and Public Relations Committee to coordinate inter-club activities with Kiwanis, Circle K, Key Club, Builders Club, and Aktion Clubs in the area. Clubs involved in inter-clubbing (visiting other club meetings) learn about activities conducted by neighboring clubs. The committee should assist the Public Relations Committee in preparing and submitting monthly reports about the K-Kids club's activities to each of the Kiwanis family clubs in the area. (Writing articles for the club's newsletter and including Kiwanis family area clubs on the newsletter's mailing list is one way to accomplish this task.) The committee should educate the K-Kids club concerning the following: focus of Aktion Club and Builders Club service projects, Key Club's Major Emphasis Program, Circle K's service initiative, and Kiwanis International's Young Children: Priority One program. The Kiwanis Family-K-Kids Relations Committee should suggest and assist in planning service projects that benefit the K-Kids club's home school, and/or social activities in which other Kiwanis Family organizations can participate.

The Service Project Committee

This committee is responsible for researching the needs within the school and community and developing ideas for service projects to meet those needs. The Service Project Committee should conduct a project survey to determine what major issues need to be addressed first. A Project Survey Interview Guide to lead K-Kids members through the process of interviewing leaders within the school and community is available from Kiwanis International. (See Bulletin #24 – Project Survey and Interview Guide.)

The Public Relations Committee

This committee is responsible for developing communications to promote the objects, goals, programs, and achievements of the Builders Club to the school and community. Communication ideas the committee might want to

incorporate include: producing a club newsletter and club brochure; developing a club Web site; writing news releases to send to the local newspaper highlighting the club's service projects; and designing and maintaining a bulletin board at the school's front entrance displaying photographs of the K-Kids club in action. (See K-Kids Bulletin #31 – Writing News Releases, and #32 - Building a Web site.)

Suggestions for other committees might include:

Newsletter Subcommittee – This committee is responsible for developing a club newsletter, establishing a production schedule, and utilizing club members as writers. (See K-Kids Bulletin #30 – Producing a Newsletter.)

Program Development Committee – This committee develops educational programs of benefit to the school and students, such as drug awareness programs, fire prevention programs, first aid training, etc.

Recognition Committee – This committee creates special recognition awards/programs to honor individuals who demonstrate outstanding service to the community and school. Students, teachers, administrators, and club sponsors could all be honored with an award or recognized on a special day. (See K-Kids Bulletin #46 – Agenda for Recognition Celebrations.)

Social Committee – This committee plans social events where club members gather for fun and fellowship. Hold a dance, attend a sporting event, organize a K-family Olympic event where sponsoring Kiwanis club members compete against K-Kids club members at checkers and crazy eights. The possibilities are limitless!