

## 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 a K-Kids officers training conference.

**WHEN:** Each time a new set of K-Kids officers takes office, you should devote part of an afternoon to a training conference. Ideally the conference should start with a luncheon, if arrangements and finances permit.

**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.

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

**WHO CONDUCTS THE TRAINING:** Officers and directors of the Kiwanis club and co-sponsoring Circle K/Key Club and their entire committees on K-Kids.

### 1. Collect materials and create manuals for reference and training.

#### REFERENCE MATERIALS FOR USE BY INDIVIDUALS CONDUCTING TRAINING

**Bulletins:** *K-Kids in Your Community* booklet  
#4: Duties of club officers  
#6: Standard Form for Club Bylaws  
#9: Kiwanis policies on K-Kids  
#37: Parliamentary procedure

#### MATERIALS TO BE INCLUDED IN OFFICERS' MANUALS

**President's manual**  
**Vice president's manual**

**Bulletins:** #4: Duties of club officers  
#13: Literature order form  
#24: Project survey and interview guide  
#33: Icebreakers  
#34: Sample board meeting agenda  
#36: Sample club meeting agenda  
#37: Parliamentary procedure  
#40: Committee structure and function  
#41: Planning your year  
#42: Board of directors  
#44: Reports for the year

**Secretary's manual**

- Bulletins:** #4: Duties of club officers  
#35: Board meeting minutes guide  
#37: Parliamentary procedure  
#38: Club meeting minutes guide  
#40: Committee structure and function  
#42: Board of directors  
#44: Reports for the year

### **Treasurer's manual**

- Bulletins:** #4: Duties of club officers  
#37: Parliamentary procedure  
#40: Committee structure and function  
#42: Board of directors

## **2. Follow an agenda.**

It is recommended that the training conference be presided over by the faculty advisor and the sponsoring Kiwanis club 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 the officers of the co-sponsoring Circle K/Key Club.

### **SAMPLE AGENDA**

**Call to order and invocation** (or reflective reading)

#### **Introduction**

**Icebreaker exercise to encourage participation** (see K-Kids bulletin #33)

**Purpose of conference**, presented by Kiwanis president or chairman of the K-Kids committee

#### **Duties of club president**

- Familiarize this person with K-Kids support literature.
- Review specific duties. Discuss the importance of:
  - Planning his or her work and preparing a calendar. This should include planning for programs and activities including service projects.
  - Planning and presiding at the weekly club meetings. Discuss program available through members of the Kiwanis club as well as suggestions of the Kiwanis club's K-Kids committee and co-sponsoring Circle K/Key Club.
  - Making effective use of board meetings. Review *How to Have Successful Meetings* booklet included in the November mailing to faculty advisors and sponsoring Kiwanis clubs.
- Familiarize this person 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.

#### **Duties of the club vice president**

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

#### **Duties of club secretary**

- Review duties.
- Discuss importance of maintaining efficient records.
- 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), or from Kiwanis International upon request.)

#### **Duties of club treasurer**

- Review duties.

### **Duties of board of directors**

- Review duties.
- Discuss preparation of annual club calendar.

### **Duties of committee chairmen**

- Review general suggestions.
  - Develop plans for regular committee meetings.
  - Become familiar with past activities of the club.
  - Clear all projects with the board of directors.
  - Use subcommittees to supervise various projects.
  - Keep club advised of each committee's plans and activities.
- Review specific duties.
  - Kiwanis-K-Kids club relations committee
  - Service projects committee
    1. Service to school and community. Sources of project ideas could be suggestions of club members, faculty and the sponsoring Kiwanis club members.
    2. Joint Kiwanis-K-Kids club projects. Develop these projects in cooperation with the standing committees of the sponsoring club.
    3. Further planning.
  - Public relations committee

### **Parliamentary procedure**

K-Kids Service bulletin #37: *Parliamentary procedure* will 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.

### **K-Kids contests, programs and projects**

- 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)
- 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)
- Seek advice from members of other Kiwanis-family clubs and use the Web sites for other Kiwanis-family organizations 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))

### **Adjournment**

#### **3. Plan for support and recognition throughout the school year.**

- Arrange a plan for regular visits of K-Kids club members to Kiwanis meetings on a rotating basis.
- Develop a plan for an annual joint Kiwanis-K-Kids club meeting involving all members of both clubs (and co-sponsoring Circle K/Key Club, if applicable).
- Institute a "buddy program," assigning each K-Kids member to an individual Kiwanian for the school year.
- Plan a recognition program at the end of the school year to applaud the accomplishments of the club. Invite parents, school administrators, members of the sponsoring clubs, Kiwanis-family lieutenant governors and any district officers residing in the division.