TEAMWORK Time

Every member has a role in your K-Kids club. Each role is important. Understanding what each person does can help keep meetings organized. You should also have a meeting agenda—a list of what should happen.

**OFFICERS**
K-Kids club officers are the members you vote to help lead your club. Check out what each officer does.

- **President**
  - Calls the meeting to order
  - Leads the meeting
  - Introduces guests

- **Vice President**
  - Leads the K-Kids pledge
  - Helps the president lead meetings

- **Secretary**
  - Takes notes of what happens at the meeting
  - Shares notes at the next meeting
  - Completes K-Kids reports

- **Treasurer**
  - Keeps track of money the club raises
  - Shares information about the club’s money

- **Sergeant-at-Arms**
  - Keeps order at the club meeting
  - Records club meeting attendance

**YOUR MEETING AGENDA**

Next to each agenda item, write which officer leads that item.

1. Call the meeting to order.
2. Lead the K-Kids pledge.
3. Take attendance.
4. Introduce guests.
5. Share notes from the last meeting.
6. Share how much money the club has to spend.
7. Share reports from K-Kids committees.
8. Introduce the guest speaker.
10. Close the meeting.

**YOUR CLUB COMMITTEES**

Club members serve on committees—special groups that work for a particular goal. Your club can have as many committees as you need. Below, draw a line to match up some committees with their tasks.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service projects</td>
<td>Makes posters to promote an upcoming project.</td>
</tr>
<tr>
<td>Public relations</td>
<td>Plans the winter coat collection for kids without coats.</td>
</tr>
<tr>
<td>Scrapbook</td>
<td>Plans a penny war to raise money for the Kiwanis Eliminate Project.</td>
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<tr>
<td>Fundraising</td>
<td>Shoots photographs of club members doing service projects.</td>
</tr>
</tbody>
</table>

**ADVISORS**

Advisors are grown-ups who help make sure your meetings and projects work well. Here’s what they do.

- **Faculty advisor**
  - Helps set up K-Kids meetings
  - Helps with K-Kids projects
  - Makes sure club activities are within school policy

- **Parent advisor**
  - Helps with K-Kids community service projects
  - Helps connect the K-Kids club with the parent group

- **Kiwanis advisor**
  - Trains club officers
  - Provides guidance
  - Provides financial support
  - Participates in community service projects