

# 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. \_\_\_\_\_
9. Share announcements. \_\_\_\_\_
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.

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

## 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

