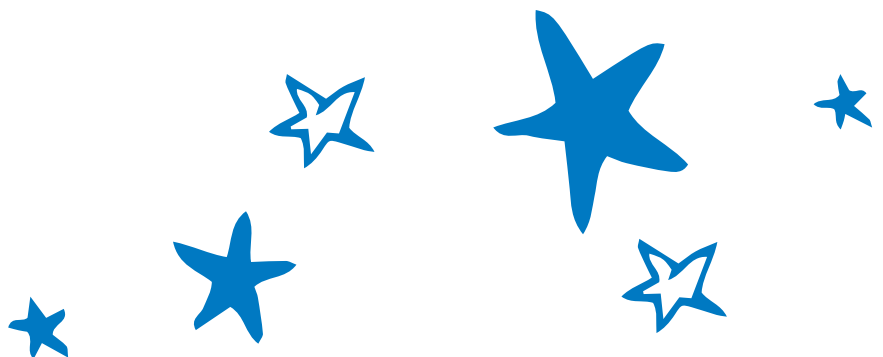


Congratulations on being elected president! You're going to be awesome! You were elected to this role because your club believes in you, and you should believe in yourself, too. Be your best you and serve your club by serving others first.

Official duties

Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- Read through the IDEA Toolkit. This guide was created to help club officers and the club choose a high-impact service project that makes every member feel passionate about a life of service.
- Make sure your meetings are planned ahead of time. Figure out who will lead the club through each activity and create an agenda (a list of things to discuss during the meeting).
- Create a welcoming environment by getting to know club members. Make sure all members feel their voices are heard and their hard work is celebrated.
- Learn the K-Kids pledge. Say it at the start of every meeting.
- Help club advisors set a goal for new members. Create a plan that is realistic and achievable.



Club meeting agenda

Use the sample club meeting agenda below to create your own for the next club meeting. Remember to assign each club officer a role.

AGENDA ITEM	PERSON LEADING ITEM	THINGS TO SHARE
Set up meeting room	President	
Lead the K-Kids pledge		Let members know the pledge is in their member handbook
Take attendance	Secretary	
Introduce guests		
Share notes from last meeting		Give notes to all club members
Share how much money the club has to spend	Treasurer	
Lead activity from the IDEA Toolkit		
Introduce guest speaker		
Share announcements	Vice President	
Share other items		
Close meeting		Thank everyone for attending
Clean up meeting room		

Congratulations on being elected club secretary! You're going to be incredible! You were elected to this role because your club believes in your ability to stay organized and keep notes. Your job is to help keep records of things that happen during club meetings.

Official duties

Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- Read through the IDEA Toolkit with the club president. This guide was created to help club officers and the club choose a high-impact service project that makes every member feel passionate about a life of service.
- Keep track of attendance of members and guests at meetings.
- Write down what happens at each meeting. These are called "minutes." Only focus on what is discussed, decided or planned.
- Keep club members up to date by using a calendar to stay on top of upcoming meetings and events.
- Save fun information about members like their grade, birthday and favorite treat using a club roster.



Be the TREASURER

Congratulations on being elected club treasurer! You're going to be terrific! You were elected to this role because your club believes in your ability to keep track of your club's financial information. Your job is to help your club advisors track the money your club earns through fundraising and what it spends to help others or on club activities.

Official duties

Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- Read through the IDEA Toolkit with the club president. This guide was created to help club officers and the club choose a high-impact service project that makes every member feel passionate about a life of service.
- Create a budget for each club project. Club members will decide on a project, list all the items needed to do the project and find the cost for each item or activity. Here's an example:

ITEM	QUANTITY NEEDED	COST PER ITEM	TOTAL COST
Sandwiches	50	\$3.00	\$150
Drinks	50	\$1.00	\$50
Cookies	50	\$0.75	\$37.50
Paper plates	1 pkg of 100	\$3.00	\$3.00
Napkins	1 pkg of 100	\$3.00	\$3.00
TOTAL			\$243.50

- Keep track of all the club's money coming in and going out by comparing project budgets to the club's financial record. Do this regularly to make sure information is up to date. Keep the information in a binder that stays in the club meeting room, or type information and save it to a computer.
- Let club members know about the club's spending habits. Be sure to mention what's been spent, what is planned to be spent, and how much the club might need to fundraise to cover costs.
- Share the club's spending habits and current status with the sponsoring Kiwanis club. Be ready to share a copy of the financial report with the club.



Congratulations on being elected club vice president! You're going to be amazing! You were elected to this role because your club believes in your ability to support your club president. Your job is to meet the needs of your club members and fellow club officers.

Official duties

Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- Read through the IDEA Toolkit with the club president. This guide was created to help club officers and the club choose a high-impact service project that makes every member feel passionate about a life of service.
- Check in with fellow club officers about their duties at each meeting. Ask if there is anything you can help with. Don't wait for them to ask you for help.
- If a club officer cannot attend a meeting, be prepared to step in and take the lead.
- Welcome new guests at each meeting. This could be a student interested in joining a club or an adult ready to share about a topic. Shake their hand, look them in the eye, and thank them for coming.
- Check with the club secretary to announce important details about upcoming meetings and events.



Finding service projects club members are passionate about doing

What do your club members love to do? What do they care about? Connect what everyone loves and cares about to the service projects members want to do. This will keep everyone excited.

Make a copy of this form and give one to every club member. After everyone has completed his or her form, get together and share. Then decide what projects everyone is most interested in doing.

I love to:

- Read
- Draw
- Sing
- Tell stories
- Write
- Play sports
- Teach
- Play an instrument

I care about:

- Little kids
- My school
- Older people
- The homeless
- Veterans
- The hungry
- Animals
- The environment

Based on what club members love and care about, think of ways to improve the following:

Our school

Our community

Our world

Organizations our club can contact to help us:
