

Kiwanis of East Aurora

Chartered 1925

Welcome to Kiwanis of East Aurora's Job Description Handbook.

In 2008, like many service clubs, we were noticing that while our club was still active and contributing to our community, it wasn't as vital as it had once been, nor as vital as we wanted it to be.

We identified the obvious; that times have changed and no longer is the majority of membership made up of men whose companies pay their dues. Our current membership is a lot of retired people, self employed people and busy family people.

We recognized a need for our Club to return to its roots of structure and education which is one cog in the wheel of member retention. From that was formed an ad hoc Focus Group Committee who's mission was "*to evaluate where we are and implement actions to take us to where we want to be*".

One consistency identified was the need for incoming leadership to know what would be expected of them and to pass it on to our future leaders, which was in line with our identified need of structure and education. Hence, this Handbook.

Our hope is that each club member recognizes the very unique and integral part they play in our Club's success and that this Handbook encourages and empowers them to fulfill their responsibility with pride.

The only way this can remain effective is if you please pass this book on as you mentor your incoming leaders.

The Job Descriptions in this handbook are taken from Bylaws, Leadership Guide, and experience. Please go online to get more specific information.

The following is contact information you will find helpful. Remember, International has already invented the wheel. Take advantage of the 100+ paid personnel at International, as well as our District Secretary. They have materials, help and answers. Also, be sure to be friends with your Lt. Governor who is an invaluable resource.

Kiwanis International 1-800-549-2647
www.kiwanis.org

NY District 315-331-6452
www.kiwanis-ny.org

Kiwanis East Aurora's Club Key# is: K01405
www.eastaurorakiwanis.org

filename:kjdcover

Kiwanis of East Aurora

Chartered 1925

TABLE OF CONTENTS

CLUB LEADERSHIP

President
(First Lady/Gent)
1st Vice President
2nd Vice President
Secretary
Treasurer
Immediate Past President
Directors
Presidential Advisor

EVERY MEMBER'S RESPONSIBILITY

COMMITTEES

Aktion Club	Membership (Growth & Dev/Education)	Senior Christmas
Badges	Nominations	Steak Roasts
Foundation	Phone	Sunshine Club
Human & Spiritual Values	Public Relations	Youth Services:
Interclubs	Scholarship	- Builder's Club
		- Key Club

MISCELLANEOUS

Greeter	Ticket Chair
Speakers	Ticket Captain
Sponsor	Ticket Seller

FUNDRAISERS

Chicken BBQ
Fish Fry
Golf Tournament
Legend's on Stage
Nut Sale
Oktoberfest
Pizza @ Fireworks in the Park

FUNRAISERS

Miss Buffalo
Wine & Cheese Party

Kiwanis of East Aurora

Chartered 1925

PRESIDENT

Per the Bylaws:

The President has the following duties and responsibilities:

- a) Be the executive officer of this club.
- b) Preside over all meetings of the club and the Board of Directors.
- c) Promote the Objects of Kiwanis Int'l and the positive image of Kiwanis in the community.
- d) Be an ex-officio member of all standing and special committees.
- e) Present the views of the club to the district and the views of the district to the club.
- f) Promote membership growth and the building of new Kiwanis clubs.
- g) Be one of the club delegates to the International and district conventions.
- h) Attend district conferences and division meetings.
- i) Perform such other duties and responsibilities as usually pertain to such office.

Nuts & Bolts:

-Our most effective Presidents are the ones who have a relationship with as many members as possible. This includes picking your Committee Chairs the summer before your Presidency, calling them and telling them why you think they're a good choice and asking if they would be interested. Ideally our committees are to rotate Chair, Co-Chair and Consultants on a regular basis. However, some Committee's have longstanding leadership and it would be good to contact them for input if you're thinking of changing it.

You will also need to ask someone to be your Presidential Advisor. This will be someone who knows the ropes and can guide you. They do not have a Board vote.

You will also want to devise your President's Project. It can be as big or small as you would like.

You will also want to avail yourself of the Kiwanis International website which includes Leadership information and webinars. Go to www.kiwanis.org, click in the upper right Member Area, then on the right margin click on "training" for webinars and club leadership education. Click "Club Leader Tools" on the left margin and then "Leadership Guide" on the right margin under Quicklinks. This will give you everything you need to know, and then some.

The time to unveil your plan is at the Transitional/Planning meeting.

Experience has proven that it is best not to vary your Board schedule. It's best to pick a night and time that works best for you and your key people and then leave it that way except in emergencies. In the past when we've decreased frequency or altered days and times it was difficult to have the consistency for a quorum.

Experience dictates your objective should be not to burn out – to delegate and be as balanced as possible. The litmus test and goal is for you to remain an active member after your presidency is over.

It would benefit you to frequent yourself with the Bylaws (found in this handbook).

It's important to mentor and groom your incoming VP's.

There are a number of extracurricular Kiwanis activities the President will be involved in. Paying for these activities can be submitted to the Treasurer at a Board meeting or can be paid for out of pocket – your choice.

Kiwanis of East Aurora

Chartered 1925

FIRST LADY/GENTLEMAN

Kiwanis knows that behind every dynamic President is a supportive, dynamic spouse.

We value the spouses of our members and would like to invite you to be as involved as you care to be.

In addition to accompanying your spouse to any functions you can attend, it has been the First Lady's task to sew (or more recently glue) the patches onto our banners. If that is something you would do – we are grateful. If not, we thank you for sharing your spouse and time with us.

At District and International levels, the First Lady/First Gentlemen have “Projects” of their own. If there is something we as a club can help you accomplish, please let us know!

filename:kjd 1st lady

Kiwanis of East Aurora

Chartered 1925

FIRST VICE PRESIDENT

Per the Bylaws:

The First Vice President, in the absence of the President, shall preside at all meetings of the club and of the Board of Directors. The VP shall also perform such other duties as usually pertain to that office or as may be assigned him by the President or the Board of Directors.

In our East Aurora Club:

-The 1st VP should commit to conferences (2 per year, paid for by the club). Attendance should happen ideally in the time before they take office.

-The First Vice President oversees Speaker's Programs.

To that end he assigns members dates for which they are responsible to bring a Program. In the past this schedule has been published in the Directory.

It is the 1st VP's responsibility to make sure the membership knows the following:

They are to notify the 1st VP of their program topic and speaker in advance

They are to instruct their speaker they have about 20 minutes including Q&A.

They are not to sell or campaign for office.

If they can't make the date assigned the member is to take it upon himself to change programs with someone else and notify the 1st VP of the same in advance.

The 1st VP then informs the Newsletter editor (2nd VP) what the upcoming programs are so they can be in the Newsletter well in advance – this helps with attendance.

It has been tradition that the member pays for their speaker, but if that is a hardship the Club will pay for one speaker.

The 1st VP usually presents the speaker with a token of thanks which he ordered from International, which the Club pays for.

Go to www.eastaurorakiwanis.org - click on "Downloads" in the left margin and choose "Speakers" for a description.

-The 1st VP should mentor the 2nd VP.

-Frequent yourself with the Bylaws.

-You will also want to avail yourself of the Kiwanis International website which includes Leadership information and webinars. Go to www.kiwanis.org, click in the upper right Member Area, then on the right margin click on "training" for webinars and club leadership education. Click "Club Leader Tools" on the left margin and then "Leadership Guide" on the right margin under Quicklinks. This will give you everything you need to know, and then some.

-Start noticing who you think would be a good Advisor to you as well as your Committee Chairs.

-During the summer before your Presidency you should contact your potential Committee Chairs, tell them why you think they're a good choice and ask if they're interested.

-Start thinking about your Presidential Project and be ready to unveil it at the Transitional/Planning Meeting.

Kiwanis of East Aurora

Chartered 1925

SECOND VICE PRESIDENT

Per the Bylaws:

The Vice President, in the absence of the President, shall preside at all meetings of the club and of the Board of Directors. The VP shall also perform such other duties as usually pertain to that office or as may be assigned him by the President or the Board of Directors.

In our East Aurora Club:

-The 2nd VP is the Newsletter editor whose job it is to take notes at weekly meetings and publishes them in the Newsletter. In addition he publishes in the Newsletter anything of interest such as Committee Reports, Upcoming Events, anything fun, etc.

Go to www.kiwanis.org, click on “Member Area in the upper right, then click “Club Leader Tools” in the left margin, then click “Leadership Guide” in the right margin. Open the most recent Leadership Guide, type in “publications” in the top “find” box and a page about the Club Newsletter will come up.

-The incoming VP’s should commit to conferences (2 per year, paid for by the club). Attendance should happen ideally in the time before they take office.

-It would be good to frequent yourself with the Bylaws.

-You will also want to avail yourself of the Kiwanis International website which includes Leadership information and webinars. Go to www.kiwanis.org, click in the upper right Member Area, then on the right margin click on “training” for webinars and club leadership education. Click “Club Leader Tools” on the left margin and then “Leadership Guide” on the right margin under Quicklinks. This will give you everything you need to know, and then some.

Kiwanis of East Aurora

Chartered 1925

SECRETARY

Per the Bylaws:

The Secretary has the following duties and responsibilities:

- a) When Secretary-designate, attend the training conference for club secretaries-designate.
- b) Keep the Club books and records, including membership and attendance.
- c) At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the club books and records.
- d) Keep minutes of the meetings of the club, Board, and committees.
- e) Present all bills to the Board for approval.
- f) Submit to the proper officers, committees, or members all communications received from Kiwanis International or the district.
- g) Promptly reply to correspondence and submit all official reports required by Kiwanis International or the district.
- h) Submit reports to the club at such times as the President or Board may require.
- i) Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

Option: j) Give bond in such form and amount as may be required by the Board.

Go to www.kiwanis.org, click on “Member Area in the upper right, then click “Club Leader Tools” in the left margin, then click “Leadership Guide” in the right margin. Open the most recent Leadership Guide and scroll down to find the Club Secretary Duties and Responsibilities.

filename:kjd secretary

Kiwanis of East Aurora

Chartered 1925

TREASURER

Per the Bylaws:

The Treasurer has the following duties and responsibilities:

- j) Receive all funds paid to this club and promptly deposit them in the official depositories.
- k) Disburse funds on order of the Board of Directors.
- l) Maintain the club financial accounts and records.
- m) At all times, make available for inspection by the President, the Board, or any authorized auditors, the financial accounts and records of the club.
- n) Make a financial report to the Board monthly, at the annual meeting of the club, and at such other times as the President or Board may require.
- o) Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

Option: g) Give bond in such form and amount as may be required by the Board.

Go to www.kiwanis.org, click on “Member Area in the upper right, then click “Club Leader Tools” in the left margin, then click “Leadership Guide” in the right margin. Open the most recent Leadership Guide and scroll down to find the Club Treasurer Duties and Responsibilities.

Kiwanis of East Aurora

Chartered 1925

IMMEDIATE PAST PRESIDENT

Per the Bylaws:

The Immediate Past President shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors, including attending the division meeting for the selection of the Lieutenant Governor and Lieutenant Governor-elect.

It has been East Aurora's history that the Immediate Past President is responsible for Interclubs. Go to www.eastauroarkiwanis.org - click on "Downloads" in the left margin and choose "Interclubs" for a description.

It has been East Aurora's history that the Immediate Past President is responsible for the Past President's Roast.

filename:kjdimmedpp

Kiwanis of East Aurora

Chartered 1925

BOARD OF DIRECTORS

Per the Bylaws:

The Board of Directors shall consist of the officers (President, 1st VP, 2nd VP, Immediate Past President, Treasurer, Secretary =6) and * 9 elected Directors (not less than 5).

Each director shall be an active or senior member in good standing.

The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of 3 years.

The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club.

The Board of Directors shall meet regularly at least once each month and hold additional meetings at the call of the President or a majority of the Board. At the discretion of the Board, the committee chairmen shall meet in joint session with the Board.

A majority of the Board of Directors shall constitute a quorum for the transaction of all business, except in the cases where a larger vote of the entire Board is required under the Bylaws.

Please note:

- The Board is the bloodline of the club. It is where club direction is determined.***
- The Board is upon whom all the chips fall to assure responsibilities are met. Should a committee chair need help-the Board must be willing to pitch in at the last minute.***
- Before accepting a position a potential Board member should be certain they can make the larger majority of the meetings and be willing to pitch in.***
- It is each Board members responsibility to be aware of each Board meeting and inform the President if you can't make it.***
- Ideally - the meetings are at set times and ideally you have no need of a reminder, however the Pres or Sec, in order to assure maximum participation can send a reminder.***
- It's the Board that must lead by example - returning phone calls and communicating well with others, wearing your badge.***
- It's instrumental that the Board Members attend fundraisers.***
- The informed Board member frequents themselves with our websites:***

www.kiwanis.org

www.kiwanis-ny.org

www.eastaurorakiwanis.org

International's website has much information about leadership. Go to "Member Area" in the upper right, then choose Training in the right margin or Club Leadership tools in the left margin.

Notes:

*on 9-29-09 the East Aurora Board reduced the number of directors from 4 per year for a 3 year term to 3 per year for a 3 year term.

(6 officers plus 9 directors = 15 so a quorum would be 8)

filename:kjdbod

Kiwanis of East Aurora

Chartered 1925

PRESIDENTIAL ADVISOR

Per the Kiwanis International Leadership Guide:

Before the beginning of the administrative year, the incoming club President should check the club roster for the name of a member who may serve as special Advisor.

The special Advisor may be a past officer or any Kiwanian with a long service who understands the purpose and function of Kiwanis.

The Advisor will be able to assist the President in decision-making and to present the overall picture of Club operations as they relate to the division, district and International.

This is not an elected position, but all club members should be made aware of the appointment to ensure confidence among club members, chairmen and advisor.

The Advisor can be as involved as the President needs.

Many Advisors will attend Board meetings, though they don't have to, nor do they have a vote.

filename:kjdpresadvisor

Kiwanis of East Aurora

Chartered 1925

EVERY MEMBER'S RESPONSIBILITY

Our Club is only as good as each member's commitment. Even though these are volunteer positions, the following is important:

-After your Induction and Orientation, every member should be serving in some capacity, this is why you joined; to better our community.

-If you are a Committee Chair or Co-chair please read the following "General Duties of Committee Chairmen".

-As a general rule, committees consist of a

Chair who was co-chair last year

Co-Chair who is a chair in training and will be Chair next year
(or however often each committee determines)

Consultant who was last year's Chair

This rotation allows for smooth transitions and continuity.

-It is our responsibility to follow through, meet deadlines, and communicate with others.

This includes following the chain of command when selling tickets AND turning in the money. Also, returning phone calls for head counts so people can do their jobs is not only courteous but necessary for smooth operation.

-It is our responsibility when, on the rare occasion we cannot attend something pertinent to our committee, that we are responsible to find someone to replace us for that time.

-It is only courteous that if you cannot make a previously announced meeting/engagement, that you call whomever is expecting you so they may plan accordingly.

-The Sunshine Committee keeps in contact with our members. In the event of sickness or death, please take it upon yourself to notify the Sunshine Committee Chair so they can send a card and notify the Newsletter editor.

-If you're on a committee, submit monthly committee reports to the Newsletter Editor.

-Each committee should submit a budget to the Treasurer at a Board Meeting.

-Be sure to greet members at the meetings – no cliques.

-If you have any problems you can go to the President and/or Board at any time.

Go to www.kiwanis.org, click on "Member Area in the upper right, then click "Club Leader Tools" in the left margin, then click "Leadership Guide" in the right margin.

Open the most recent Leadership Guide and scroll down to find the General Duties of Committee Chairmen (on page 41 at this writing).

filename:keverycomrespon

Kiwanis of East Aurora

Chartered 1925

AKTION CLUB

Originated:

The Aktion Club of East Aurora was formed in 2001-2002 as President Don Bach's President's Project.

Description:

The Aktion club is a community service organization sponsored by Kiwanis and made up of folks with Developmental and Physical Disabilities as well as friends and family.

Purpose:

The purpose of this organization is to create a better quality of life within our community as well as the World around us. We also promote self-advocacy and social interaction among our members.

Per the Leadership Guide: the mission of Aktion Club is to provide adult citizens with disabilities an opportunity to develop initiative and leadership, to serve their community, to be integrated into society, and to demonstrate the dignity and value of citizens living with disabilities. Aktion Clubs may be sponsored by more than one Kiwanis Club or by a division and may be co-sponsored by a Key Club and/or Circle K Club.

Committee Job Description:

- To organize and create a networking team of volunteers to schedule fund raisers, social events, hands on activities within the community, and monthly dinner meetings.
- To submit reports to the Newsletter Editor on a regular basis

Time required:

No less than one evening or afternoon per week. Realistically, 2+ evenings or afternoons per week.

Miscellaneous Notes/Advice:

The Aktion Club has its own treasury, however, Kiwanis has generously supported the club annually with an average of \$1500.

Go to www.kiwanis.org, click on "Member Area in the upper right, then click "Adults with Disabilities" in the left margin for more information.

Budget:

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

Don Bach has the Handbook (do we need/want a copy here????) filename:kjd aktion club

Kiwanis of East Aurora

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BADGES

Originated:

Description:

This Committee assures each member gets a badge.

Purpose:

It is courteous and professional to wear your badge to all meetings other than our own Club's social functions.

Committee Job Description:

Confirm with each new member how they would like their name to appear on their badge.

You can order badges from International but it's quite expensive as there are minimums and such.

There is one somewhat local "authorized licensee":

Colin Smith

4698 5th Street

Lewiston, NY 14092

Phone: 800-648-0018

Fax: 716-873-1091

E-mail: stockwooky@yahoo.com

At this writing we haven't ordered anything from him yet, but in my past experience I found it less expensive to go through someone local.

Make sure the member receives their badge in a timely manner.

Amount of Time Required:

A few hours per year.

Budget:

In May, 2010 it was voted that our Club would pay the new incoming member's International fee and badge fee. Therefore, you should request a check from the Treasurer. The cost for this Committee will be one badge per each new member.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

Kiwanis of East Aurora

Chartered 1925

FOUNDATION

Originated:

An East Aurora Kiwanis Foundation, Inc. was the dream of Past President Lyle Simmons who worked hard to get it established, he envisioned a “rainy day fund”. It materialized with Bylaws signed August 8, 1995, after Lyle’s death. The Certificate Of Incorporation is dated 10-24-95. There was \$2400. in it in 2000 and we currently have about \$10,000 at this writing in 2010. Not much has been done with the Foundation but due to the Aktion Club wanting to put a Handicap Playground in Hamlin Park, the Foundation emphasis is being resurrected.

Purpose: Per Article III of the Certificate of Incorporation:

The purposes for which said corporation is formed are to assist needy persons, particularly young people; to assist worthy youth in attaining vocational excellence, and to aid handicapped persons in regaining happy, useful lives through the expending of funds directly for such purposes or by the furnishing of funds to other organizations organized for charitable, scientific research, or educational purposes, or the prevention of cruelty to children, all within the purview of Section 501(c) (3) of the Internal Revenue Code and the Regulations thereunder.

Committee Job Description: Per Article II of the Bylaws:

Per Section 1. Initially, the officers shall consist of the President, First VP, Second VP, Secretary and Treasurer, and such other officers as the Board of Directors may establish from time to time.
Section 2. All officers shall be elected by the Board of Directors.

This is a New York Not-For-Profit Type “B” Corporation and must comply with tax laws. Go to www.eastauroorakiwanis.org - click on “Downloads” in the left margin and choose “Foundation – Certificate of Incorporation, and Bylaws”.

You should submit a regular report to the Newsletter editor for publication.

Time required:

About ___ hours per month/year

Budget:

Miscellaneous Notes/Advice:

In 2010 President Gary Grote asked Bob Kriner to oversee Foundation paperwork, making sure timely reports are made. Bob has graciously agreed.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjd foundation

Kiwanis of East Aurora

Chartered 1925

HUMAN & SPIRITUAL VALUES

Originated:

The Human & Spiritual Values Committee (formerly Spiritual Aims) has been a standing committee at International since 1942.

Description:

This committee coordinates projects/programs which help people think about God and His example of servant-leader.

Purpose:

To continue the tradition of Kiwanis of servant-hood and spirituality.

Committee Job Description:

The Spiritual Aims Committee coordinates any project that encourages the human and spiritual rather than the material values of life. Activities can be as diverse as birthday parties, counseling for bereaved parents. Look for ways to involve the religious community in the Worldwide Service Project (this was taken from HSV Instructions for Club Chairman)

This is a non-or inter-denominational committee.

The first 2 of the 6 Permanent Objects of Kiwanis are:

-“To give primacy to the human and spiritual rather than the material values of life”.

-“To encourage the daily living of the Golden Rule in all human relationships”.

Go to www.eastaurorakiwanis.org - click on “Downloads” in the left margin and choose “khsv1” for information. Also go to www.kiwanis.org for more information.

In the past this committee has:

- organized Prayer Breakfasts with special speakers or worship groups
- organized Reflections which included Kiwanis, Rotary, Zonta, Lion’s, Quota & KeyClub (after 9/11)
- taken Key Clubbers to City Mission and Cornerstone Manor to serve
- participated in National Day of Prayer
- put “Thought for the Week” in the newsletter to offer encouragement
- reached out in very real ways to our membership; ie sit with a sick loved one...
- hosted Passover Seder’s
- offer invocations as needed

The committee should submit a report to the Newsletter Editor for publication.

The committee should submit a budget to the Board for approval.

Amount of Time Required:

1-6 hours per year depending how active you are.

Budget:

Varies depending on activities; pizza if taking Key Club to serve, copies if inviting other service clubs, etc.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjdhsv

Kiwanis of East Aurora

Chartered 1925

INTERCLUBS

Originated:

Description:

Per 344.1 An inter-club meeting is one which is held by two or more Kiwanis clubs (including clubs “in formation) or by a Kiwanis club and any Builders Club, Key Club, Circle K Club, Aktion Club, K-Kids, or Kiwanis Junior Club (10/85) (4/04)

- A) for Clubs with 20 or less members, a minimum of 2 members will be required.
- B) for Clubs with 21 to 30 members, a minimum of 3 will be required.
- C) for Clubs with 31 or more members, a minimum of 4 will be required.

Purpose:

To keep in contact with other Clubs. To support their goings on as they do yours. Camaraderie.

Note:

If you go to or host a “function” and would like it to be considered an InterClub, it is necessary for the hosting Club to make it formal by “calling to order” and conducting some, though little, bit of business.

To earn the Round Robin Patch you have to have one interclub with every club in your division.

Committee Job Description:

The Chairman, who is the Immediate Past President contacts the members of his committee to have them set up an interclub. One Kiwanian is responsible for getting 4 members to go to the interclub of the Kiwanis Club they are assigned. These assignments will *ideally* be made at the beginning of the year and published in the directory. The Past President will see that his committee members follow through.

Co-chair Contact people to help get at least 4 to attend.

Submit a report to the Newsletter Editor for publication.

Amount of Time Required:

12 hours per year for the Chair and Co-chair each.

Budget:

No cost for the committee as the attendees are responsible to pay for their own meals.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

Originally submitted by John Voss 652-6784 on 5-15-09

filename:kjdinterclubs

Kiwanis of East Aurora

Chartered 1925

MEMBERSHIP GROWTH & DEVELOPMENT/EDUCATION

Originated:

This is a standing Committee as provided for in the International Bylaws.

Description:

The Membership Committee should strive to increase membership according to the standards provided in the Bylaws. The committee also should develop an effective induction ceremony and orientation for new members and promote regular attendance by all members at Club meetings.

[According to the Leadership guide this committee should consider all Membership Applications and submit its recommendations to the Board of Directors. However, in the East Aurora Club the membership applications go directly to the Board and not through the Membership Committee.]

Purpose:

The focus of this Committee is member retention and recruitment.

Committee Job Description:

-As chair you will develop a plan to keep members and recruit new members.

-You can have and will probably need subcommittees.

Member Retention: comes from education, involvement, fun & personal relationships.

Member Recruitment: can be diverse and includes Kiwanis International's plan to:

- Induct – get them inducted within one month of paying dues
- Inform – orientation as soon as possible
- Involve – get them on a committee.

Go to www.kiwanis.org, click on “Member Area in the upper right, then click “Growth & Build Clubs” in the left margin, then click the various “Quick Links” in the right margin.

-Each visiting guest should receive a handout explaining what Kiwanis is, what we do and how we impacted our Community. Go to www.eastaurorakiwanis.org - click on “Downloads” in the left margin and choose “Prospective Kiwanian”.

-Submit a regular report to the Newsletter editor for publication.

-Submit a Budget if you would like reimbursement for snacks for your Orientation.

Time required:

About 15 hours per year

Budget:

Most materials can be obtained from International for free. There are times you will need copies.

You will serve minimal snacks and drinks for Orientation for new members and their spouses.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjd membership

Kiwanis of East Aurora

Chartered 1925

NOMINATING COMMITTEE

Originated: International

Description:

The Nominating committee finds candidates, presents them to the Board and Membership per the outlined instructions for approval, and follows through until they're inducted.

Purpose:

To assure continuity of quality leadership.

Committee Job Description:

The Nominating committee, led by someone who has a pulse on the club membership, thoroughly examines the roster for members whose qualifications would best fill the position(s) needed.

The committee then takes the appropriate page(s) from the Job Description Handbook and, in the case of 2nd VP, in a very meaningful meeting with that person [be it the Roycroft for a drink, Taste for a coffee, your house, and ideally with their spouse] explains to the person why they've been chosen, what qualities they bring to the table, how the club would benefit, and exactly what it would entail.

You then follow the procedure of Board approval, announce to General Membership and the following week they're in.

Amount of Time Required:

4-5 hours per year.

Budget:

Drink or coffee.

Notes/Advice:

-It is by invitation that people become Club leadership.

-There's always a danger of electing "friends" versus who's best for the club. Don't do it.

-It's imperative to have your finger on the pulse of who's ripe for the picking and when. Example – if someone is extremely involved, they're ripe!!!!!!

-Conundrum: I find the bylaws rather unrealistic. I followed best as I could:

Asked 2nd VP, got Board approval, announced at weekly meeting, formalized the following week.

-In the event of 2 or more candidates running – read the Bylaws!

-With regard to Director's positions, at this time, it is the East Aurora Board's opinion that it is important to get new members involved in the Board. Additionally, we used to ask the incoming 2nd VP who they would like on their Board and as of this writing (2010) we've reinstated that procedure asking the 2nd VP to choose one-two possible Director's and leaving room to invite a new person on board, as well as consider longstanding Kiwanian's whose experience we covet.

-Go to www.kiwanis.org, click on "Member Area in the upper right, then click "Club Leader Tools" in the left margin, then click "Leadership Guide" in the right margin.

Open the most recent Leadership Guide and type in Annual Club Meeting which should put you on the correct page which includes Nominating Committee information.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjd nominating

Kiwanis of East Aurora

Chartered 1925

PHONE COMMITTEE

Originated:

Description:

Volunteer group of about 11 people who relay needed information to/from Membership.

Purpose:

The phone committee is a communication tool which personally connects members together for a specific purpose upon which action is required.

Committee Job Description:

Committee Chair

(Co-chair & Consultant)

Committeemen

-Contact person

Committee Chair contacts Committeemen who in turn contact their designated members.

After information is distributed/collected the Committeemen may need to call Committee Chair or designated Contact person with head count, entrée' choices, etc.

Committee Chair oversees a roster of about 10 Committeemen who each have a designated membership roster to contact and inform of an event.

Committee Chair should be prepared to inform the Committeemen of very specific:

- dates
- time
- location
- choices
- costs
- who's invited
- when their answer needs to be returned by, & your phone #

Committeemen are responsible to get above information from each designated member and respond to Committee Chair or designated Contact person by the requested deadline.

Submit a report to the Newsletter Editor. Notify Sunshine Committee in event of death.

Amount of Time Required:

About 1 ½ hours per incident for Committee Chair

About 1 hour per incident for Committeemen

Budget:

None

Notes/Advice:

Follow through is key to this committee's success.

In the event of a Funeral, though e-mails should be circulating – the phone committee could be vital.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjdphone

Kiwanis of East Aurora

Chartered 1925

PUBLIC RELATIONS

Originated:

Standing committee as provided for in the International Bylaws.

Description:

The Public Relations Committee arranges photo-ops and writes brief articles for advertising.

Purpose:

The Public Relations Committee exists to inform the public of what Kiwanis is doing.

CONSISTS OF:

Committee Chair

(Co-chair & Consultant)

Committee Job Description:

The Public Relations Committee takes information from the Board or membership, and/or information he has sought out which is deemed community noteworthy and distributes it in a timely manner to media sources (Advertiser, Bee, etc) in order to

- inform the public of what Kiwanis is doing
- solicit attendance
- educate as to how we impact our community.

The Public Relations Committee is responsible for sending Thank You notes and/or publicly posting Thank You's in the media sources after a sponsored event.

Examples:

-If it's pre-event give the media specific dates and times to come and take pictures.

-If it's to increase attendance at our event (BBQ) give them all the specifics of dates, times, costs, location.

-If it's post-event submit a brief, concise paragraph and photo describing what took place and why it's important to our community. ie We gave the Boys & Girls Club \$12,000.

After BBQ post a public thank you of all the sponsor's names.

-Submit a regular report to the Newsletter editor for publication.

-Submit a Budget if you plan to formally Advertise for specific events.

Amount of Time Required:

About 1 hour per month for Committee Chair

Budget:

Most can be done as community announcements for free.

Some you will need to know what the club wants to Advertise and what the costs are. Submit to Board at beginning of fiscal year so they can plan for it.

Notes/Advice:

It was suggested that when we create a flyer to inform the public of our contributions, its best not to be specific about which amounts went where. Example: say we donated \$22,000 to East Aurora last year, rather than \$14,000 to BGC, \$500 of FISH. There are people who disagree with where our monies are proportioned.

*Go to www.eastaurorakiwanis.org - click on "Downloads" in the left margin and choose "kpr" or "kpr1" for an example of some information you can integrate.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjdpr

Kiwanis of East Aurora

Chartered 1925

SCHOLARSHIP COMMITTEE

Originated:

Originally an ad hoc committee. It is now a standing committee.

Description:

The Scholarship Committee awards a student with financial assistance.

Purpose:

To recognize an individual's efforts and aid them monetarily.

Committee Job Description:

Per Rob Ruffner (2010):

The EAHS guidance office calls the Chair and asks if Kiwanis is renewing their Scholarship.

The committee completes paperwork within stipulated timeframe signifying yes.

The committee reviews every submitted application and prioritizes them in ranking order based on various factors:

-active in Key Club/contributions to school, church, community/academic performance/ financial need.

The committee confers, chooses person(s), notifies recipient and in a presentation with the Aktion Club gifts them their Scholarship award.

The Committee should submit a report to the Newsletter Editor.

The Committee should submit a budget to the Board at the beginning of the year.

Time required:

2 hours per 5 applicants (# of applicants range from _____ to 20)

Budget:

\$2,000. per year.

Miscellaneous Notes & Advice:

It was decided at the March 9, 2010 Board Meeting that the new name would be the East Aurora Kiwanis Family Scholarship (this allows the Aktion Club to help present the awards).

It was further decided that "preference would be given to Kiwanis Family participants [Key Club], but that it is not a requirement.

It was also decided that instead of two \$1,000 scholarships each year, we would go to with one \$2,000 scholarship, paid out at \$500. per year for 4 years. It comes out to the same amount, but there's a little more accountability on an ongoing yearly basis.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjdscholarship

Kiwanis of East Aurora

Chartered 1925

SENIOR CITIZEN CHRISTMAS PARTY

Originated:

The Senior Citizen Christmas Party was first started in 1928.

Description:

Seniors who live in Aurora and are over 70 are invited to share a Christmas luncheon.

Purpose:

To honor East Aurora's Senior Citizens.

Committee Job Description:

This committee

- coordinates
 lunch with Christ The King, rides including the Waters, music, Santa Claus
 - prepares
 invitations, programs, song sheets
 - purchases
 Poinsettias, candy canes
- Submit a report to the Newsletter
-Prepare a budget.

Amount of Time Required:

Approximately 20 hours per year.

Budget:

\$2700. in 2009

\$2468. in 2008

\$2514. in 2007

Notes/Advice:

*The President always attends the luncheon.

This committee has been so smoothly run that people say that though it's somewhat time consuming, it's very easy.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjdseniorChristmas

See the handbook which includes a timeline.

Beginning of November make invitations (in book), changing date mailing out to mailing list consisting of cards people fill out the previous year.

They each receive invitation. Additional lists are put out at Senior Citizen Center. Requirement is have to be 70 and be an Aurora resident.

Coordinate lunch with Christ the King Seminary 652- Nancy DeWitt

Arrange transportation through Charlie Johnson who gets drivers.

Contact Waters - they pick up to 10 residents without family and they provide assistance and transportation. Kiwanis pays for 10 including helpers.

Music arranged by Lamberts - contact them beginning of November

Used to have the High School but they won't let them leave anymore.

They do their own coat check. (kids can't leave school anymore)

Tim Bailey types program.

Doors open at 11:00

Santa should be there by 11:30 and gone before lunch is served.

Lunch is at 12:30

We buy 8 Poinsettia's from Lisa's Greenhouse (order ahead). Bill is in book. which we use to decorate then given out to the oldest man and women and then pick names.

On each table are song sheets (in the box) Tim Bailey has on record.

Also on each table are cards for people to fill out which we use as a drawing and use the same for next year's invitations.

Confirm with Seminary. Treasurer fills out request form and sends a deposit.

Candy canes and basket for Santa.

Kiwanis of East Aurora

Chartered 1925

STEAK ROAST COMMITTEE

Originated:

Description:

The Steak Roast committee organizes steak roasts 3-4 times per year.

Purpose:

Fun socializing for Kiwanians.

BBQ Kickoff

Wives & Lover's thank you after the BBQ.

Committee Job Description:

Committee Chair

2 Co-chair's

Consultant

The Steak Roast committee schedules 3-4 steak roasts;

-a BBQ kickoff in April where BBQ tickets are passed out to captains

-a Wives & Lover's Thank You after the BBQ (this one is a little nicer in that we have table cloths and dessert).

-in addition to 1 or 2 fun nights for us to socialize

They make arrangements with Fireman's Field (Glen Grievas 652-5170, honorary Kiwanian).

They announce via the Newsletter editor and/or e-mail, the date, time and price, requesting an RSVP.

They purchase steaks and all the accompanying food, condiments, napkins, bar snacks, tin foil, cups (everyone brings their own plates and utensils). Extra drinks and paper products are stored at the chair's place of choice.

They make sure the place is prepped including grills on, bartender.

The day of they prep the food; make salads, bake potatoes.

They clean up.

They make sure there are drinks. (we get them from Dwight Krieger and are store them at the chair's location of choice), plus pop, mixers and limes/lemons.

They put out bar snacks.

- submit report to Newsletter editor
- prepare a budget

Amount of Time Required:

4-6 hours per steak roast.

Budget:

-do you have to get up-front money from the Treasurer?

-does it all get covered by the attendees or does Kiwanis need to budget for some of this?

Notes/Advice:

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjdsteak roast

Kiwanis of East Aurora

Chartered 1925

YOUTH SERVICES

Originated:

This is a standing Committee as provided for in the International Bylaws and can include:

K-kids (ages 6-12) whose purpose is to develop strong self-esteem, good character, leadership skills, morals, high standards, and respect for others.

Builder's Club for junior high/middle school students, ages 12-15 whose purpose is to enable members to make a personal contribution to their school, community, and peers.

Key Club is the world's largest high school service organization, ages 15-19 whose purpose is to develop young leaders and citizens.

Circle K is a collegiate service organization embracing the tenets of service, leadership and fellowship.

PURPOSE: per the Leadership guide

The Committee on Sponsored Youth shall devise ways and means to establish and support Kiwanis Kids clubs in elementary schools, Builders clubs in junior high or middle school, Key Clubs in high schools, Circle K clubs in the universities and colleges and Aktion Clubs for adults with disabilities and should encourage and promote the activities of all Aktion Clubs, Kiwanis Kids, Builders Clubs, Key Clubs and Circle K clubs sponsored by the club. The committee should include the Kiwanis club advisors to sponsored Circle K, Key club, Builders Club, Kiwanis Kids and Aktion Club.

Go to www.kiwanis.org, click on "Member Area in the upper right, then click "Youth and Students" in the left margin. You will find all the information you need.

At this time in East Aurora we have:

BUILDER'S CLUB:

Committee Job Description:

- Be a liaison between Kiwanis and Builders Club
- Attend 1 Builders Club meeting per month during the school year
- Invite Builders Club representative to 1 Kiwanis meeting per year to provide an update on their activities.
- Attend 2 Builders Club events/projects per year
- Submit reports to Newsletter Editor to be published in Newsletter.
- Submit budget to Board.

Time required: About 14 hours per year

K.E.Y. CLUB "Kiwanis Educating Youth"

Committee Job Description:

- Be a liaison between Kiwanis and Key Club
- Attend 1 Builders Club meeting per month during the school year
- Invite Key Club representative to 1 Kiwanis meeting per year to provide an update on their activities.
- Attend 2 Key Club events/projects per year
- Submit reports to Newsletter Editor to be published in Newsletter.
- Submit budget to Board.

Time required: About 14 hours per year

filename:kjd youth services

Kiwanis of East Aurora

Chartered 1925

GREETER

Description:

This committee makes sure all members, guests and speakers are welcomed to the meeting.

Committee Job Description:

The Greeter arrives early and stands at the door to shake hands and direct anyone with questions.

Amount of Time Required:

15 minutes per meeting

Budget:

\$ 0.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename:kjdgreeter

Kiwanis of East Aurora

Chartered 1925

SPEAKER'S PROGRAMS

The First Vice President oversees Programs.

To that end he assigns members dates for which they are responsible to bring a Program (in the past the year's line-up was published in the Directory).

It is the 1st VP's responsibility to make sure the membership knows the following:

They are to notify the 1st VP of their program topic and speaker in advance

They are to instruct their speaker they have about 20 minutes including Q&A.

They are not to sell or campaign for office.

The 1st VP then informs the Newsletter editor (2nd VP) what the upcoming programs are so they can be in the Newsletter.

It has been tradition that the member pays for their speaker, but if that is a hardship the Club will pay for one speaker.

The 1st VP presents the speaker with a token of thanks which he ordered from International.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename: kjd speaker

Kiwanis of East Aurora

Chartered 1925

SPONSOR A NEW MEMBER

Each person who sponsors a new member should recall what it was like to be new to the club.

Traditionally, when you sponsor a new member you pay for them to come to three meetings. This gives them a good overview of what we do.

Make sure they receive all the information they need to make an informed decision.

The President/Secretary has the appropriate literature which includes:

- a welcome letter for their first meeting which includes how much money we raised the previous year and where it went.
- a pamphlet including an Application for their third meeting.

Upon completing 3 meetings and turning in their Application and dues check, new members are voted in at the monthly Board Meetings. (In 2010 the Board voted to pay incoming new member's International initiation fee and badge fee).

Once your member is in, make sure they get inducted soon, attend orientation and get assigned to a committee.

Then hold their hand until they're comfortable: make sure you invite them to serve along side of you at fundraisers and to attend steak roast and "fun"raisers with you.

This will help make a long term member.

filename:kjdsponsor

Kiwanis of East Aurora

Chartered 1925

TICKET/PRODUCT CHAIR

Ticket/Product Chair is absolutely one of the most important jobs in Kiwanis.

Ideally, arrange it so that responsible Captains have only 6-10 on their team.

Responsibilities:

- Hold your Captains responsible for every ticket/product, sold and unsold.
- Make a master list of 6 to 10 teams of 6 to 10 people depending on club membership.
- Each team has a Ticket Captain who needs to be familiar with his/her Job Description [see Ticket Captain handout].
- Arrange for the Captains to pick up their envelopes/products. If tickets, each envelope should be marked with their team member's names and ticket numbers. Be sure your number is readily accessible.
- Be sure they know the flow; each member turns their tickets, money and unsold tickets/products **only** into their Captain, who in turn brings it to the Ticket Chair.
- The most important responsibility is to account for all the ticket's and money in a timely manner.
- Turn all the money into the Treasurer.

Notes & Advice:

More teams with less member's is preferred.

In the past we've put a "sale" on nuts, well after the season.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename: kjd ticket chair

Kiwanis of East Aurora

Chartered 1925

TICKET/PRODUCT CAPTAINS

Ticket/Product Captain is absolutely one of the most important jobs in Kiwanis.

Ideally, the Captains have only 6-10 on their team.

Responsibilities:

-The most important responsibility is to account for and **turn in** your entire team's ticket money to the Treasurer within one week of the end of the event, preferably sooner.

-Pick up tickets/product from the Ticket Chair (currently Peter Ertle who does a stupendous job of registering ticket numbers and putting them in correct envelopes).

-Deliver tickets/product to your team members, giving them your number and making sure they know you're available should they need extra. Also, make sure they know they're responsible to turn in unsold tickets/products for accounting purposes. Make sure they know the flow; Chair, Captain, Them. The only way for us to have accurate accounting is to follow the flow and account for every item.

-Check on your team members to see if they have any money to turn in or if they need more tickets/products.

-Tally the sold and unsold tickets/products so you turn in the same amount as you were given.

-Turn your money in.

Notes & Advice:

The bottom line objective and for Ticket/Product Captains is the same as it is for your business – get the money deposited! It's easy to think the job is about ticket/product distribution. It's not. Ticket/product distribution is merely a very important means to an end.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename: kjd ticket captain

Kiwanis of East Aurora

Chartered 1925

TICKET/PRODUCT SELLER

Selling tickets/products is obviously the bloodline in Kiwanis. Without successful fundraisers, we cannot support our community.

Start with the end in mind - realize that the most important responsibility is to account for and **turn in** your money/product to your Captain within one week of the end of the event, preferably sooner.

Hopefully, each Captain has only a few members on their team, but often they have more. Please help ease their burden by offering to pick up your tickets/product.

Keep accurate account of tickets/product sold and unsold as you're responsible to turn any unsold tickets/products back in to your Captain.

If you need more tickets/products contact your Captain to arrange for pick-up/delivery.

Realize there is a specific flow; Chair, Captain, You. You need to communicate with your Captain who needs to be sure all his accounting is accurate to turn into the Chair.

Notes & Advice:

The bottom line objective is the same as it is for your business – get the money deposited! It's easy to think the job is about ticket/product sales. It's not. Ticket/product sales is merely a very important means to an end.

PLEASE NOTE: Each committee chair is accountable to carry out their duties, or on a rare occasion to personally get someone to carry out their duties for them. Inform anyone who may be affected by that change.

filename: kjd ticket seller