



# Kiwanis<sup>®</sup>

## CLUB OF EDINBORO

### **PRESIDENT** *(as outlined by the official Kiwanis Leadership Guidebook)*

#### **Responsibilities**

As presiding officer of the club and the board, the president works closely with the board of directors and committee chairs to establish and follow a strategic plan, set goals for improving the members' club experience and increase the club's impact in the community by adding new members.

#### **Duties**

- Lead the club's goal-setting process.
- Organize an effective leadership team by appointing and training effective committee chairs.
- Support committee activity to ensure a successful club experience.
- Ensure that the club continues to be relevant to the community and to the members through periodic assessments.
- Facilitate fun, educational and efficient club meetings.
- Lead effective and efficient board meetings.
- Implement a succession plan for future leaders, ensuring a seamless transition.
- Reward and recognize member and committee achievements.
- Fulfill all other duties documented in the Standard Form for Club Bylaws.

#### **Oversees/Delegates**

- Establish a strategic plan for the club, including goals for membership and community service. • Gain an understanding of sponsorship responsibilities to Service Leadership Programs.
- Provide club members with Kiwanis' Youth Protection Policies.
- Communicate regularly with club members to keep them informed about the club's business and activities.
- Promote interclub and division council meeting participation.
- Encourage district midyear, district convention, and Kiwanis International convention attendance.
- Publicize goals that a club or member must meet to be deemed distinguished.

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### **PRESIDENT-ELECT and VICE PRESIDENT** *(as outlined by the official Kiwanis Leadership Guidebook)*

#### **Responsibilities**

- Serves as an officer on the board of directors.
- Serves a one-year or two-year term, as provided in club policy.
- Attends meetings of the board of directors.
- In the absence of the president, presides at club meetings and meetings of the board of directors, in accordance with club policy.
- Performs other duties as assigned by the president or the board of directors.

Throughout the year, the president-elect or vice president prepares to assume the leadership role of president by working closely with the current club president

## **SECRETARY** (as outlined by the official Kiwanis Leadership Guidebook)

### **Responsibilities**

The club secretary ensures club operations run efficiently and manages many of the details that make the club experience great. The secretary works closely with the president and board of directors and is responsible for the management of all club records. As an officer of the club and a member of the board of directors, the club secretary can participate in all board discussions and vote on any question put to vote by the presiding officer.

### **Duties**

- Manage and maintain club and membership records online.
- Maintain the club's permanent files.
- Keep minutes of club and board meetings.
- Act as official contact for all club mail correspondence.
- Collect all communications and distribute as appropriate.
- Monitor and approve all deposits and expenditures on behalf of the club (online or by check).\*
- Complete a voucher for each transaction and forward to the treasurer for action.\*
- Submit all official reports required by Kiwanis International, the district and the club.
- Perform other duties as may be assigned by the president or board.
- Fulfill all other duties documented in the Standard Form for Club Bylaws.

\*Mandated by the Kiwanis Club of Edinboro

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## **TREASURER** (as outlined by the official Kiwanis Leadership Guidebook)

### **Responsibilities**

The treasurer works with the club secretary to coordinate the club's financial responsibilities and records. The treasurer often serves as an advisor to the club on financial matters, such as setting the club budget.

A Kiwanis club's treasurer is an officer of the club and a member of its board of directors, entitled to participate in all board discussions and eligible to vote on any question put to vote by the presiding officer.

*The treasurer is responsible for collecting all funds due to the club and for keeping the records of membership fees and dues, unless these responsibilities are delegated to the secretary.*

### **Duties**

- Guide the board in preparing an annual budget before the start of the fiscal year.
- Coordinate the collection and disbursement of money.
- Receive and promptly deposit all funds paid to the club.
- Disburse funds as directed by the club board.
- Maintain the club's financial accounts and records.
- Reconcile cash accounts on a monthly basis.
- Prepare and disburse bills and dues invoices to members.
- Provide a monthly financial report to the board.
- Compile an annual financial summary of income and expenditures for the annual club meeting.
- Make club records available upon request.
- Analyze return on investment from fundraising efforts.
- Perform other duties as assigned by the president or board.
- Fulfill all other duties documented in the Standard Form for Club Bylaws.

## BOARD MEMBER *(as outlined by the official Kiwanis Leadership Guidebook)*

### Responsibilities

Every Kiwanis club has a board of directors to ensure smooth club operations, to lead club initiatives and to create and uphold the club's vision — all with the club's best interests in mind. Most of the board's tasks are related to these functions: administration, decision making and strategic planning. Some administrative tasks include:

- Determining the good-standing status of members in accordance with club policy.
- Setting an annual budget (before October 15 each year).
- Assuring the club complies with applicable governmental rules and regulations.
- Overseeing the implementation of club policy.
- Keeping club's strategic plan current.
- Assuring the club is meeting its financial obligations, including the annual review of financial statements by either a standing financial review committee or a qualified accounting firm.
- Other duties as assigned to the board in your club bylaws and policies.

### Board Meetings

The board meets regularly at a designated place and time. The board may also hold special meetings at the call of the president via a majority vote of the board, provided at least 48 hours' notice is given to all board members of the date, time, place and topic.

The board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other. This may include online technology such as Zoom, Whatsapp or Skype, conference calls or email.

However the conversation takes place, participation constitutes attendance. Attendance is important to determine that a quorum was present if any action was taken. For a club board meeting, a quorum is defined as more than half of the board members. Without a quorum present, the board should not take any formal action.

Board officers' terms all begin on October 1. Club officers serve one-year terms, and directors serve two-year terms. Terms are staggered so that only one-half of the directors are up for election each year.

### STRUCTURE OF THE CLUB BOARD

As stated in the Standard Form for Club Bylaws and Policies, the club board includes:

