



# FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL PRESIDENTS AND VICE PRESIDENTS GUIDE 2018-2019

## CONTACT INFORMATION

**Governor:** Diamond Pichardo

[governor@floridacirclek.org](mailto:governor@floridacirclek.org)

**Join:** *Florida District of Circle K International* Facebook Group

## PRESIDENTS DUTIES

### *Overview*

- Club's chief executive office and responsible for overall club management
- Guide the board of officers in setting goals for the club
- Recognize task requirements, member strengths and interests, and appoint chairs to committees that match those skills and interests
- Educate yourself with the club, district, and International bylaws
- Educate members about the opportunities available to them through their involvement with the Kiwanis family
- Preside at all club and board meetings
- Attend committee meetings and Kiwanis club meetings as often as possible.
- Represent the club and its views at all district, division, and International events
- Communicate club progress to the Kiwanis club and to the district through regular correspondence
- Monitor the activities of all officers and committee chairs
- Provide guidance to assist officers and committee chairs in accomplishing their responsibilities
- Coordinate officer elections using Roberts Rules of Order
- Ensure a smooth transition for incoming officers by keeping files and reports in order.
- Create a strategic plan for the year

### *Annual Duties*

- Have membership and retention drives
- Establish Kiwanis branch connection
- Submit award forms for district and International contest

### *Monthly Duties*

- Create agendas for board meetings and conduct
- Distribute information such as magazines and newsletters, received from the International Office and district officers

- Ensure all monthly reports are submitted accurately and on time
- Communicate with your LTG

### *Weekly Duties*

- Create an agenda for each club meeting
- Follow up with officers
- Consult with the faculty and Kiwanis advisor to discuss club progress and activities

## VICE PRESIDENTS DUTIES

### *Overview*

- To encourage service
- To oversee committees and serve as service chair if there is none assigned (Committee Reports are a good way to keep track!)
- To fill in the President's absence

## DELEGATION

### *How to:*

- Identify the task to be accomplished and its expected outcome
- Identify the skills and personal characteristics necessary to accomplish the task (i.e., public speaking, written communication)
- Outline the facets of the project that will be rewarding personally to the member.
- List the individuals with the skills necessary to accomplish the task.
- Match the project to a qualified and interested individual
- Select the individual to whom you will delegate the project
- Specify the rewards. You should be very clear and specific with the task requirements and rewards, but you should give the individual assigned the project the liberty to choose the means to achieve the intended outcome
- Provide adequate and ongoing feedback. As you monitor progress, provide encouragement and additional guidance if necessary

## CLUB MEETINGS TIPS

### *General*

- Start on time
- Involve all your members
- Include officer reports in your meetings
- Get club members to come to meetings
- Make meetings interesting
- Have a well-planned agenda
- Do not seat board members next to each other

- Promote your meetings
- Stick to the agenda
- Identify 3 goals for every meetings

#### *Before the meeting*

- Be Prepared! This meeting is all about first impressions.
- Communicate the date and time of the meeting
- Make sure to reserve a meeting space
- Create an agenda
- Assign members to be greeters
- Make sure to spread out during the meeting
- Have executive board members and committee chairs sit all around the room instead of clumped together in one section
- Make sure that you're communicating with existing members
- Encourage returning members to branch out at your kick-off meeting as well, so as not to make new members feel strange and unwelcome

#### *During the meeting*

- Greet all meeting attendees
- Be YOURSELF
- Provide an agenda for those attending and be sure to follow it
- Stick to your allotted time
- Introduce the executive board
- Say the CKI pledge
- Have an Icebreaker!
- Give a rundown of what CKI is
- Explain in even greater detail what YOUR club does and why meeting attendees should want to join (discuss service projects, goals for the year and other events that you regularly attend)
- Be bold and exciting! Show members how passionate you are about CKI and they'll want to get in on the fun as well
- Be sure to give out necessary contact information and welcome any questions that members might have
- Have a small service project or social at the end of your meeting

#### *After the meeting*

- Send out a recap e-mail of the meeting and thank members for attending right away
- Review how things went with the executive board
- Discuss ways to spice up future meetings such as fun themes to keep members engaged, entertained, and excited
- Send out member surveys every so often to garner feedback

## COMMITTEE CHAIR GUIDE

### *Overview*

- Committees are an important part of our organization and can be tailored to meet the individual needs of your club
- The club president and the executive board of your club should design a set of committees that will enable your club to achieve its goals
- A common misconception is that committees must be yearlong. Short-term committees can be established for specific short-term missions such as specific service project.
- It is the responsibility of the vice president to oversee committee activity and report on committee progress to the club's executive board

### *Examples of Committees*

#### **1. Service**

- Description:
  - Responsible for researching and planning service projects for the club.
- Weekly:
  - Attend all board & member meetings
  - Attend all service events
  - Research future service projects
- Monthly:
  - Execute service projects
  - Submit committee report accurately and on time
- Yearly:
  - Plan large-scale service projects
  - Aid in filling out awards for district & international conventions
- Other:
  - Represent the club at division, district, & international events

#### **2. K-Family Relations**

##### **Description:**

- Responsible for maintaining club relations with the other branches of the Kiwanis family: K Kids, Builders Club, Key Club, Kiwanis, and Aktion Club.

##### **Weekly:**

- Attend all board and member meetings

##### **Monthly:**

- Attend sponsoring and local Kiwanis Club meeting
- Attend Builders Club Meetings
- Attend Key Club Meetings
- Attend K-Family Events
- Attend Aktion Club Meetings
- Inform club about K-Family events and meetings
- Submit committee report accurately and on time

##### **Yearly:**

- Attend Key Club Kick Off Conference and Spring Zone Rally
- Aid in filling out awards for district & international conventions

**Other:**

- Represent the club at district, division, & international events

3. **Fundraising**

**Description:**

- Responsible for the planning and execution of fundraisers for the club throughout the year. Fundraisers should allow members to both fundraise for the club and lower their personal cost of attending district events.

**Weekly:**

- Attend all board and member meetings
- Attend all club fundraisers
- Work closely with the treasurer
- Research and plan fundraisers

**Monthly:**

- Execute fundraisers
- Submit committee report accurately and on time

**Yearly:**

- Aid in filling out awards for district and international conventions

**Other:**

- Represent the club at division, district, and international events

4. **Social**

**Description:**

- Responsible for the planning and execution of creative and fun social events for the club.

**Weekly:**

- Attend all board & member meetings
- Plan icebreakers each meeting

**Monthly:**

- Organize member-mentoring system
- Plan social events for club
- Submit committee report accurately and on time

**Yearly:**

- Plan large-scale social events
- Aid in filling out awards for district & international conventions

**Other:**

- Represent the club and at division, district, & international events

5. **Public Relations**

**Description:**

- Responsible for the image and promotion of club around campus and in the community.

**Weekly:**

- Attend all board and member meetings
- Maintain club social media accounts such as Facebook, Twitter, and Instagram

- Table at campus and community events
- Create flyers and promotional items for the club

**Monthly:**

- Submit committee report accurately and on time.

**Yearly:**

- Aid in filling out awards for district and international conventions.

**Other:**

- Represent the club at division, district, and international events.

**QUESTIONS/ CONCERNS/COMMENTS**

**If you ever have any questions, concerns, or comments, please do not hesitate to contact District Governor Diamond!**

