

KIWANIS CLUB OF PROVIDENCE POINT

Standing Committees Club Bylaws and Policies – Policy I May 23, 2014

Service Committee

Purpose: To develop and oversee all community service projects.

Duties: The committee shall:

- Develop projects which will provide service to the community. In order to include all aspects of the community, the following sub-committees should be formed:
 - Local Community Services
 - Senior Services
 - Pre-School Services
 - Youth Services
 - Kiwanis International and Pacific Northwest District Foundation Service
- Approve expenditures of the Service Committee budget

Service Leadership Committee:

Purpose: Establish and support Kiwanis International Service Leadership programs, and other youth oriented service organizations.

Duties: The committee shall:

- Establish K-Kids programs at local elementary schools.
- Provide the Kiwanis adviser to K-Kids programs
- Provide for liaison to Cub Scout Packs which the Kiwanis Club of Providence Point sponsors.
- Provide for liaison with any other youth service organizations the club may sponsor.

Membership Growth and Retention Committee

Purpose: Increase membership and retention of members.

Duties: The committee shall:

- Develop strategies to encourage membership growth.
- Consider all applications for membership and submit recommendations to the board of directors.
- Develop an orientation process for new members.
- Develop an induction ceremony for new members
- Contact members and offer support to members who have not been attending meetings.
- Facilitate member involvement in club activities.

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Finance and Fundraising Committee

Purpose: Develop and track the annual budget, and secure funds to meet this budget.

Duties: The committee shall:

- Prepare the annual administrative and service budgets with estimated income and expenses for submission to the board of directors.
- Present to the board of directors, recommendations for fund raising projects.
- Review the budget at least once during the administrative year, and make any recommendation to the board of directors for changes in the proposed income or expenses.
- Review the findings of the Financial Review Committee, and make recommendations to the board of directors.

Operations Committee

Purpose: To provide for effective club meetings, fellowship, inter-club relations, and public information.

Duties: The committee shall:

- Assist the President-Elect in preparing for club meetings.
- Organize installation dinner, Christmas luncheon, and other special events as recommended by the board of directors.
- Plan activities to improve member fellowship.
- Promote interclubs.
- Foster good communications within the club, and with members of the community.