



# Kiwaniis

## **Certified new-club builder**

### **Position summary:**

Accountable for opening new clubs in the division. This person leads the process of opening a Kiwanis club and works in conjunction with the certified club counselor and the lieutenant governor.

**Recruited by:** District chair by recommendation of the division lieutenant governor.

### **Position responsibilities:**

- Works closely with the division lieutenant governor and club counselor to identify sites, develop strategies and a timetable to build new clubs.
- Provides regular reports to the district chair and the lieutenant governor.
- Participates in growth planning meetings with the lieutenant governors during their training and/or at the district convention.
- Leads the seven step process for building a Kiwanis club in collaboration with the club counselor and the lieutenant governor.
- Is the front line ambassador for club organization.
- Builds at least one new club each year.
- Mentors additional new club builders.

### **Experiential requirements:**

- Implementing membership campaigns at the club level
- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Develops others
- Conflict Management
- Has built long lasting new clubs in the past preferably
- Belongs to a growing club preferably

**Skills requirements:**

- Training certification as new-club builder offered by Kiwanis International
- Commitment to growth by opening new Kiwanis clubs
- Organized
- Recruiter and motivator
- Effective communicator
- Encourager and educator
- Problem–solver
- Sound judgment, positive and enthusiastic attitude
- Skillful and diplomatic
- Firm, decisive and pragmatic
- Ability to travel
- Proficiency in the use of personal computers
- Proficiency in the use of spreadsheets, word processing software, presentation software as well as e-mail, calendar and management tools

**Time requirements:**

- Makes commitment to serve as new club builder for minimum of three years
- Cannot seek district or international office during the term of the campaign
- Required attendance at district or division events
- Ability to invest about 30% of the leader's time
- Position in voluntary