**Club Leadership Education (CLE) Information**  
**2020-2021**

*Education is the key to learning. Kiwanis is no different.*  
*The more we are informed about Kiwanis, the better we are able to lead.*

**Reminder:** Club officers should participate in the CLE the year prior to taking office.

The Kiwanis International website, [www.kiwanis.org](http://www.kiwanis.org), will have online modules for the President, Secretary, Treasurer, Membership Chair, Committee Chair, Risk Management, Youth Protection and others. These are available for all officers to learn about their position and all members to learn about the organization.

As a new club officer, there are many things to learn. Sometimes the previous officer had their own method. However, by receiving the Club Leadership Education course, all of the information that you need will be available to you and will answer questions you may have.

Club Leadership Education is not just for officers. It is for all Kiwanians!

**2020-2021**  
**Club Leadership Education Changes**

**Classroom Sessions:** There will be NO classroom sessions this year due to the circumstances facing our nation.

**Online Sessions:** Kiwanis International has taken down the previous online modules. The new modules will be available late summer as they are updating all of the online training. Please utilize these at your convenience.

**Electronic Sessions:** The District will be educating the Club President and Secretary with Go-To-Meeting/Conference Call sessions during the spring/summer. The calls will be held for each Division’s officers excepting the larger Divisions which will be split into two or three sections. The club officers will be notified with the date, time, and conference call information for the sessions.

**Leadership Guide:** Every club will receive five (5) Leadership Guides for their club’s 2020-2021 officers:

1. President;
2. Secretary;
3. Treasurer;
4. Membership Chair; and
5. Extra.
These guides are a valuable resource for the club with the information that is needed for their position. **Every Club needs a Membership Chair to lead the club and membership committee.** This name should be reported and recorded with the District and International.

**President-Secretary Handbook:** Every 2020-2021 Club President and Secretary received a handbook as a resource for their leadership year. This is also available in a pdf form on the Education/CLE tab on the District website. We ask that the President-Secretary Handbook be continually passed on to the next year’s officer to use. This is a valuable resource for you and the future officers of your club, so we ask that you please keep them and do not destroy them.

**Education Resources**

We also have provided many different resources on the Minnesota-Dakotas Kiwanis District website under the “Education/CLE” tab which include:

1. President-Secretary Handbook, pdf format;
2. Member’s Handbook that is available to be printed, two sided, and distributed to new members as well as current members.
3. Map of the MNDAK Divisions;
4. Crossword Puzzle that can be run off and distributed to club members so they can learn more about Kiwanis;
5. District Structure of the offices/officers;
6. “Mentoring a Member” to help lead new members and retain current members;
7. “The Workings of a Club” for basic knowledge of how the club functions;
8. “Why Do I Pay Dues?” to understand where the funds are distributed; and
9. “Fact Sheet on Kiwanis International and Minnesota District” which is history and current information.

Please refer to these resources for additional information to help your club and members.

If you and/or your club have any questions regarding the Club Leadership Education or Resources, please contact me.

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