



Kiwanis®
OHIO DISTRICT

WELCOME – we will get started shortly

**Check your audio...let us know if you have any questions
or comments in the Q&A or chat sections below**

Welcome to Kiwanis Committees PART 2: Committees that make a difference, and what you need to know to be better prepared to serve.

Presented by:

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Kiwanis®



Kiwanis Committees PART 2: Committees that make a difference and what you need to know to be better prepared to serve.

- 1) Your Clubs (CORE) Committees
- 2) Understanding the duties of select committees and your role as a committee chair
- 3) Assigning the right person to lead that committee or what you need to know to be better prepared
- 4) Leading the charge with actionable items within your committee to better serve your club and community
- 5) Membership – Public Relations – Program – Community Service & Fundraising – Finance (Review) Committee
- 6) Need Help with Committees? Resources and who you can reach out to



Your Club's Committees

Kiwanis Committees PART 1 (8-24) :

- *Membership Committee (Growth, Retention, PR)**
- *Public Relations Committee (Social Media, Marketing, Online)**
- *Programs Committee (Club Meeting & Special Events)**
- *Community Service Projects Committee (Club & KI projects)**
- *Fundraising Committee**
- *Service Leadership Programs Committee (YCPO & K.I.C.K.)**
- *Finance (Review) Committee (With support by the Executive Board) - REQUIRED**
- Election & Nominations Committee (Club officers and district**
- Spiritual & Human Services Committee**

****OTHER??**



Membership – Committee/Chair

- Meet regularly as a committee to discuss membership and recruitment of prospective members.
- Set measurable goals with the committee members and in consultation with the club's board of directors.
- Develop an action plan for meeting goals – weekly, monthly, quarterly and annually for the club.
- Plan membership drives and special membership events. Communicate results and areas of improvement.
- Provide regular reports to the club board and club members regarding membership and planned events.
- Persuade past members to re-engage in the club.
- Maintain contact with the lieutenant governor to report membership status, share ideas and ask questions.
- Teach others how to invite people to the club.
- Communicate results of membership efforts.
- Plan and conduct (or assist with) new-member orientation and get new members involved in club activities.
- Ensure new members are reported and promptly inducted during a meaningful ceremony.
- Serve on the committee for one to two years. Consistency will help and so will train the trainer practices.
- Participate in membership committee education on a regular basis and report membership activity regularly.
- Invest about five hours a month in inviting and retaining members. Planning events for perspective members.



Public Relations – Committee/Chair

- Share the news happening in your club? 100th year anniversary, 100-year-old Kiwanian, service project.
- Announcement recent news regarding Kiwanis or your club? Promote it online, in print or broadcast
- What events does your club have coming up this week, next month within the next 90 days? Kid related?
- Is there any way to tie your announcement or event to a current event or holiday within your community?
- Did your club, or club member(s), recently experience an anniversary or noteworthy milestone?
- Is this event a first for your club? The county? The region? The world?
- Will it affect many people? Will it affect a specific group in need? Who will be involved? Club members? Volunteers? Event attendees? The public? Kiwanis partners?
- Is this announcement important to people in your community? Why, and why should it matter to them now? Is the event or announcement unusual?
- Can you connect your event with a local celebrity or elected official? Open House/Membership event?
- Is there an opportunity to bring in a media personality to assist with your event?
- Make the media an event partner. If your club is planning a big event, reach out to local media about becoming a partner. Television stations may be willing to create a 15-second public service announcement commercial. Radio stations may be willing to read a :15 -30-second public service announcement script on-air about your event. Always wear your Kiwanis SWAG!



Program – Committee/Chair

- **Set/organize a SOLID weekly meeting/program** with president and committee chairs
- Opening Ceremony – Have fun, stay with tradition or create your club's identity (Bell, Pledge or song)
- Introductions of guest and allow the members a :30 “pitch” (larger clubs – maybe just names)
- Club Announcements - upcoming events, district news, service projects, training, SLPs events
- **RECOGNITION of members: very important** – induction for new members, awards, newspaper publishing's, birthdays, anniversaries, certificates and presentations - extended greetings of guest
Sometimes Happy Dollars, Razzmataz (member give \$1 to treasurer for the floor for an announcement - grandkids, personal achievement, Buckeye Score, wedding anniversary/birthday)
- **Educational, Leadership and Networking component (3 minutes)** *Personal/Professional growth
- **Quality PROGRAM (20-25 minutes)** *Let members present travel pictures, hobbies
- Thanks the presenter, maybe present a token from your club (coffee mug, pen/pin, hat?)
- Adjournment (bell) *Stay on time, start and finish when promised (guest and members appreciate this)

<https://www.kiwanis.org/docs/default-source/training/training/club-president-education/template-club-meeting-agenda-pdf.pdf>



Community Service & Fundraising Committee

Community Analysis

[https://www2.kiwanis.org/docs/default-source/the-formula-\(club-strengthening-opening\)/new-club-opening/community-explorationfb69bc548b41600c92b9ff0000034f91.pdf](https://www2.kiwanis.org/docs/default-source/the-formula-(club-strengthening-opening)/new-club-opening/community-explorationfb69bc548b41600c92b9ff0000034f91.pdf)

Service Project Ideas

<https://www.kiwanis.org/docs/default-source/training/service-projects/international-committee-on-young-children>

Fundraising Ideas

<https://www.kiwanis.org/clubs/member-resources/service-projects/fundraising>

Kiwanis ONE Day (October 24, 2020)

<https://www.kiwanis.org/clubs/member-resources/service-projects/kiwanis-one-day>



CREATING A VIRTUAL FUNDRAISER

Four Steps to creating a VIRTUAL Fundraiser as committee chair

- 1) Pick the day, date, time and kind of event you want to have
- 2) Create an easy way for people to sign up (Google Form/FB Event/Event Bright)
- 3) Publicize Your event (FB – local restaurants, shared FB pages)
- 4) Send the link to your schedule event online (ZOOM – FB LIVE etc..)

<https://www.kiwanis.org/news/newsitem/news/newsitem/four-steps-for-creating-a-virtual-fundraiser>



CLE – Committee Chairman Workbook

Prepare yourself and your committee so that you can effectively manage the tasks, resources, and members of your club and committees.

- Job description – Define the committee & your role as committee chair – committee member
- Administrative basics – form committee early, schedule monthly meetings, set budget needs, reporting
- Goal Setting – Communication Plan/Plan of Action per committee, responsibilities for each member
S.M.A.R.T. GOALS – **S**pecific, **M**easurable, **A**ction Oriented, **R**ealistic, **T**imebound (set timeline/deadlines)
- Team building & recruitment – Interested, Professional Experience, Knowledge of Kiwanis, Past Committees
- The Art of Delegating – Clear ideas of the tasks your delegating with clear expectations and deadlines
- Steps for handling conflict – Express the issue, explore the concern, and determine a fair solution
- Identifying Personalities: Driver, Charmer, Perfectionist, Ally
- Recognize Committee Members – show members they are appreciated www.KiwanisOne.org/membership

www.KiwanisOne.org/leadertools

https://www.kiwanis.org/docs/default-source/training/training/cle-ccc-participant-workbook-051313.pdf?sfvrsn=289522ef_2



Need HELP? Reach out!

Membership Chair - Bill Pees / williampees61985@gmail.com

Club Building – Bill Pees/Dan Litzinger (2021) dan@ohiokiwanis.net

Club Strengthening – Ron Lyness ronlyness@roadrunner.com

Club Orientation - Kevin Whitlatch kwhitlatch@buckeye-express.com

Club Coach Training – Bill Snellgrove – governor_bill@Columbus.rr.com

Ohio District PR Chair – James Minter JamesMinterBMS@yahoo.com or JamesM@BuckeyeMediaServices.com

K-kids – Jen Lewis / lewis.792@osu.edu

Builders Club – Wanda Young / wandayoung5@gmail.com

Key Club – Jeff Eble / Jeff.email117@gmail.com (Youth Protective Guidelines webinar - 9/21/20)

Circle K – Chad Gardner / Chad.e.gardner@gmail.com

Aktion Club – Richard Brulotte / rbrulotte.odki@gmail.com

Spiritual & Human Needs Committee - Charles & Nell Byrd 216-375-2182 byrdch01@sbcglobal.net

Q's regarding Finance (Review) Committee issues/concerns– contact Kiwanis International Office's Finance Department by email at finance@kiwanis.org or call +1-800-549-2647, extension 153 or 146.

MULTIPLE educational and committee resources available on www.OhioKiwanis.org and www.Kiwanis.org

THANKS FOR ATTENDING

Questions?