

(ALL) Club Officer Duties

Weekly

Attend board meeting.

Attend club meeting.

Monthly

Attend a minimum of 2 Circle K events.

Serve a minimum of 5 service hours.

Complete and submit Officer Report Form (ORF) by the 3rd of every month.

Assist with club socials.

Notify *secretary* of all hours served including service, social, & administrative.

Contribute to the newsletter.

Annually

Attend a minimum of 3 Circle K events outside of club events.

Attend a minimum of 2 Kiwanis meetings.

Continuous

Analyze the needs of the community and offer solutions.

Alert board of service opportunities and organizations to assist.

Maintain communication with other officers.

Attend service projects; officers set the example for members.

Attend all meetings.

Attend divisional and district projects.

Increase interclub relations.

Contribute input during board meetings.

Contribute service ideas to do during club meetings.

Contribute advertising and recruitment ideas.

Contribute fundraising ideas.

Organize projects and social events.

Participate in all meetings to encourage members.

Recruit and retain members.

Strengthen relations with sponsoring Kiwanis.

Maintain a folder of files to pass down to next board.

President Duties

Weekly

Prepare meeting agendas for board and club meeting.

Hold board meeting.

Hold club meeting.

Send out meeting reminder at least 1 day before the meeting.

Send out meeting recap at most 1 day after the meeting.

Monthly

Remind officers about ORFs and collect by the 3rd of every month.

Make corrected changes to the CMR and send to *secretary*.

Maintain communication with District Board and sponsoring Kiwanis club.

Distribute newsletter to club members, district, and sponsoring Kiwanis club.

Inform club of district and international activities.

Develop upcoming month's meeting activities and inform executive board.

Recognize "Member of the Month" at a club meeting.

Communicate with other student groups.

Send appropriate correspondence for proposals, guest speakers, etc.

Annually

Prepare incoming board by organizing a training session.

Educate self with all officer duties and assist in all aspects needed.

Stay well-informed of club, district, and international bylaws.

Attend district and international events to increase ties to Circle K overall.

Maintain good standing with university as a student group.

Serve as a committee member of all committees to be aware of all club events.

Contact members frequently to encourage meeting and project attendance.

Monitor officers and their activities to ensure club productivity.

Delegate duties to officers and confirm appropriate responsibilities.

Vice President of Service Duties

Weekly

Announce to club service projects for the week.

Provide sign-in sheets for projects at every club meeting.

Send out notifications for those who signed up **at least** one day prior to event.

Report to *secretary* the number of projects, members, descriptions, and hours.

Report to *info-tech chair* all the projects.

Monthly

Maintain communication with service organizations.

Find a minimum of **1** one-time weekend service project.

Find a minimum of **1** organization to which the club donates.

Annually

Keep track of number of service projects.

Maintain contact list of organizations.

Find speakers for service projects.

Vice President of Committees Duties

Weekly

Report to club & board about committees and encourage participation.

Work with members with committee ideas.

Monthly

Hold a minimum of **1** meeting with all committee chairs.

Encourage a minimum of **1** committee event.

Report to *info/tech chair* the descriptions and progress of committee activities.

Report to board the statuses of committees and any events planned.

Find a project chair for any one-time weekend service project.

Annually

Assign committee chairs.

Maintain communication with all committee chairs.

Maintain suitable number of committees for productivity.

Secretary Duties

Weekly

Record minutes & attendance count for all board and club meetings.
Maintain order at board meetings; enforce Robert's Rules of Order.
Submit minutes by the same night to the *president*.
Set out a sign-in sheet and ensure all members sign in.
Document all information for the week on the Club Monthly Report (CMR).
Contact *VP of Service* and gather information about service projects.

Monthly

Complete and submit the CMR to the *president* by the 3rd of every month.
Confirm changes on CMR by *president* and submit to district by the 5th.
Contact all officers about hours served.
Create short report able to be presented at Kiwanis meetings.

Annually

Keep track of all members' service hours.
Create a roster of all members and distribute to all officers.
Update club roster for Circle K International.
Collect correspondence from OSAF office to bring to meetings.

Treasurer Duties

Weekly

Reimburse/write checks for all approved club expenses.
Collect money from members when applicable.
Charge officers at board meetings for disruptions.

Monthly

Compile a report of the budget for the board and advise financially.
Send additional dues to the International Office.
Report to the *secretary* any newly paid members.

Annually

Maintain records of all financial transactions.
Prepare a reasonable budget for the club and fill out appropriate tax forms.
Collect dues from members and submit to International on time.
Request funds from sponsoring Kiwanis.

Fundraising Chair Duties

Weekly

Collect and organize received envelopes from parents - Exam Care Packages.
Input received data in an Excel file – Exam Care Packages.
Present fundraiser ideas to club and board.

Monthly

Maintain communication with OCM.
Organize fundraisers for both the club and charities (local and national).
Consult with the board on upcoming fundraisers and how to execute well.
Report to *VP of Committees* on progress.

Annually

Organize distribution centers – Exam Care Packages.
Send email notifications to all recipients of fundraisers.
Work with OCM to determine all fundraisers in which to partake.
Implement various fundraisers and create a guide for next fundraising chair.

Info-Tech Chair Duties

Weekly

Add club meeting minutes to the website.
Add club service projects to the website and update calendar.

Monthly

Add event pictures to the website in appropriate files.
Add newsletter to website.
Report to *VP of Committees* on progress.

Annually

Maintain method of communication with members that is easy to use.
Create interactive aspects to the website.
Create tutorial or troubleshooting for next info-tech chair.
Make all resources available to club members.

Kiwanis Family Chair Duties

Weekly

Attend sponsoring Kiwanis meeting/maintain contact with sponsoring Kiwanis.

Monthly

Communicate with sponsoring Kiwanis club.

Communicate with nearby Key Clubs.

Organize an event with at least 1 Kiwanis family group.

Maintain contact with Kiwanis advisor and encourage attendance at meetings.

Report to *VP of Committees* on progress.

Annually

Maintain communication with Kiwanis Family organizations.

Educate and inform club members of other branches of the Kiwanis Family.

Create contact list of Kiwanis Family organizations in the school's vicinity.

Social/Publicity Chair Duties

Weekly

Publicize Circle K to students.

Monthly

Report to *info/tech chair* events and submit promotional materials.

Organize at least 1 social event for all club members.

Publicize social events in advance.

Report to *VP of Committees* on progress.

Annually

Create guide and promotional templates for next social/publicity chair.

Create list of possible socials and estimated cost for club to plan.

Evaluate and establish relationships with potential social event hosts/locations.

Increase overall club visibility on campus.

Single Service Chair Duties

Weekly

Maintain contact with organization for Single Service project.

Monthly

Work with committee in organizing Single Service project.

Communicate with *fundraising chair* to raise funds for Single Service project.

Report to *VP of Committees* on progress.

Annually

Publicize Single Service project and generate post-project report.

Create guide for next single service chair about planning a large project.

Evaluate and establish relationships with potential project organizations.

Apply for Tomorrow Fund to gain funds for following year's project.

Membership Development & Education Chair Duties

Weekly

Provide *president* with Circle K Fact of the Email.

Monthly

Present at least 1 educational Circle K program/work at a meeting.

Inform members of upcoming CKI opportunities to strengthen involvement.

Report to *VP of Committees* on progress.

Contribute information to club newsletter concerning membership.

Annually

Recruit new members.

Retain current members.

Conduct surveys to improve membership experience and retainment.

Provide members with information about membership benefits and rights.

Work with committee to develop innovative ways to keep members informed.

Develop Circle K 101 program for new and/or potential members.

Maintain accurate knowledge of club, district, and international bylaws.

Boys & Girls Club Chair Duties

Weekly

Maintain contact with Boys & Girls Club.

Monthly

Work with committee in organizing unique projects on location.

Visit the Boys & Girls Club at least **3** times.

Report to *VP of Committees* on progress.

Annually

Organize a minimum of **2** non-tutoring activities per semester.

Create guide and contact sheet for next Boys & Girls Club chair.

Evaluate and establish strong relationship with Boys & Girls Club.

Develop lasting bonds with children at the location and be a role model.

Duke University Health Services (DUHS) Chair Duties

Weekly

Maintain contact with Hillcrest Convalescent Nursing Home.

Maintain contact with other health-related service organizations.

Monthly

Work with committee in organizing unique projects on location.

Visit the Nursing Home at least **2** times.

Establish relationship with other health services such as Children's Hospital.

Educate members of important health-related information at meetings.

Report to *VP of Committees* on progress.

Annually

Organize a minimum of **2** non-regular activities per semester.

Create guide and contact sheet for next DUHS chair.

Evaluate and establish strong relationship with health organizations.

Develop lasting bonds with contacts at the location(s).

District Officer Responsibilities

Policy Codes- Section 3, A-D

3. Roles of District Officers and Administrators

A. Governor:

1. The District Governor shall serve as the Chief Executive Officer of the District.
2. The District Governor shall preside over all district functions including all meetings of the Board of Officers, Fall Rally and District Convention.
3. The District Governor shall work with the District Secretary/Treasurer to prepare an agenda for any regular meeting of the District Board of Officers to be distributed fourteen (14) days in advance.
4. The District Governor shall be sure plans for District Convention are prepared and executed.
5. The District Governor shall work closely with the Kiwanis District Governor, The Kiwanis District Governors appointed representatives, the Key Club Governor, the Circle K District Administrator and the Kiwanis Committee on Circle K.
6. The District Governor shall work closely with the District Secretary/Treasurer and the District Administrator to develop an operating budget for the administrative year.
7. The District Governor shall work closely with the Lieutenant Governors on new club building, re-building and the strengthening of current clubs.
8. The District Governor shall appoint committee chairs and committee members with approval of the District Board.
9. The District Governor shall be responsible for the leadership training of all district officers and shall oversee the leadership training of all club officers.
10. The District Governor shall make at least one (1) visit to each division in the district and will attempt to visit each club in the district.
11. The District Governor shall ensure that all District Officers perform their assigned duties.
12. The District Governor shall create and distribute at least four (4) newsletters throughout the administrative year.
13. The District Governor shall communicate with the District Board, District Administrator, and International Trustee to the district; keeping all parties fully informed of the activities of the district.
14. The District Governor shall maintain communication with the Club Presidents.
15. The District Governor shall represent the District maintaining a professional image of him/her and the District.
16. The District Governor shall remain active in his/her home club.
17. The District Governor shall brief the incoming Governor of their duties and responsibilities, passing on files and information collected throughout the administrative year.

B. Secretary/Treasurer:

1. In absence of the District Governor from a meeting, the District Secretary/Treasurer shall assume the responsibility of the District Governor.
2. The District Secretary/Treasurer shall keep all records of District Board meetings, House of Delegates, District Conventions, reports of proceedings and actions, distributing a copy, within fourteen (14) days to each member of the District Board, the District Administrator, International Trustee, Kiwanis Governor, Kiwanis District Secretary, Key Club Governor, Key Club Administrator and the Presidents of all clubs in the district.
3. The District Secretary/Treasurer shall notify, in writing, the Kiwanis Governor, Kiwanis committee on Circle K, Key Club Governor, Key Club Administrator, Club Presidents of all Circle K clubs in the district and the District Board of all meetings, including date, time and location, thirty (30) days in advance.
4. The District Secretary/Treasurer shall work with the District Governor to prepare a tentative agenda for all regular meetings of the District Board of Officers and shall distribute it no less than fourteen (14) days before the meeting to the District Board, District Administrator, Kiwanis Governor, Kiwanis District Secretary, Kiwanis Committee on Circle K, Key Club Governor, Key Club Administrator and the Club Presidents of the Circle K clubs in the district.
5. The District Secretary/Treasurer shall work with the District Governor and the District Administrator to develop an operating budget, at the beginning of the term for the administrative year.
6. The District Secretary/Treasurer shall receive and keep record of all Club and Lieutenant Governor monthly reports.
7. The District Secretary/Treasurer shall cooperate with the District Governor in forwarding all official reports required by Circle K International.
8. The District Secretary/Treasurer shall make a financial report at all meetings of the District Board and any other time as requested by the Governor or the District Administrator.
9. The District Secretary/Treasurer shall assist in collection and disbursement of district dues, convention registration fees and other district income under supervision of the District Administrator.
10. The District Secretary/Treasurer shall work with the District Administrator to assure that proper accounting procedures are used and that all disbursements of funds within the district are within the budget and are made with proper authorization and vouchers.
11. The District Secretary/Treasurer shall maintain a directory with contact information of each District Board member, the District Administrator and any other contacts to the district.
12. The District Secretary/Treasurer shall maintain a proper set of files to pass on to his/her successor and shall brief them on the duties of the office.
13. The District Secretary/Treasurer shall perform any duties as assigned by the District Governor or the District Board of Officers.
14. The District Secretary/Treasurer shall remain an active member in his/her home club.

C. Bulletin Editor

1. The District Editor shall be responsible for the publication of at least five (5) issues of the Carolinian, the district bulletin, throughout the administrative year.
2. The District Editor shall be responsible for the printing and distribution of the official district publication to all clubs in good standing with the district, as well as the Kiwanis Governor, District Administrator, Kiwanis Committee on Circle K, the Key Club Governor and the Key Club Administrator.
3. The District Editor shall encourage all clubs within the district to submit articles and shall set deadlines for submission and publication.
4. The District Editor shall attend all meetings of the District Board of Officers.
5. The District Editor shall perform all other duties as assigned by the District Governor and District Board of Officers.
6. The District Editor shall remain an active member of his/her home club.

D. Lt. Governors:

1. The Lieutenant Governor shall work with the District Governor, District Administrator, Kiwanis Lieutenant Governors, and Kiwanis Clubs within the division on new club building and reactivating and strengthening current clubs.
2. The Lieutenant Governor shall make a minimum of one (1) visits to each club within the division throughout the administrative year.
3. The Lieutenant Governor shall work with the Certified Trainer & Growth Team Coordinator of the District to conduct the training of all club officers within the division.
4. The Lieutenant Governor shall periodically publish a newsletter to benefit the club officers and members of the division.
5. The Lieutenant Governor shall submit a monthly report form in a specified format to the District Governor, District Secretary/Treasurer and District Administrator by the tenth (10th) of every month.
6. The Lieutenant Governor shall assist the District Secretary/Treasurer in the collection of club monthly reports.
7. The Lieutenant Governor shall assist the Club Presidents within the division upon request and keep them informed of all District and International activities.
8. The Lieutenant Governor shall promote interclubs with Kiwanis Family members throughout the division.
9. The Lieutenant Governor shall copy any official correspondence, newsletters, or any other official paperwork to the District Governor, District Secretary/Treasurer and the District Administrator.
10. The Lieutenant Governor shall establish communication with Kiwanis and Key Club District Officers within the division.
11. The Lieutenant Governor shall attend all meeting of the District Board of Officers.
12. The Lieutenant Governor shall maintain a proper set of files to pass on to his/her successor and brief them with the duties and responsibilities of the office.
13. The Lieutenant Governor shall remain an active member of his/her home club.