

Purpose: This document describes the roles and responsibilities of each Kiwanis leadership position at the Club level. It can be used as a Quick Reference Guide for incoming leadership.

Position	Position Description	Key Responsibilities	Key Resources	Reports To
Lieutenant Governor	*Lieutenant Governors are the leaders of the Division and are the connection between the clubs, Governor, and Kiwanis International (KI) *They work with existing clubs and assist in opening new clubs to strengthen Kiwanis within the communities in the Division *Lieutenant Governors work closely with club leadership to ensure that they feel supported and have access to information to continuously improve their members' experience	*Consults and assists clubs to ensure all clubs are functioning properly, in compliance with KI and Capital District policies/procedures *Develops and implements a membership growth plan for the Division *Organizes the Club Leadership Education (CLE) offerings of club officers and committee chairs within the Division *Actively promotes Service Leadership Programs (SLPs) *Facilitates Division Council Meetings (DCMs) *Plans and makes arrangements for the Governor's official visit	Lt. Governor Resources Lt. Governor Workbook District Dashboard & Guide	Governor
Club President	*Presidents ensure their club runs effectively and leads their club members in projects that benefit the community *Presidents oversee all club operations and inspire members to be active participants in the club's mission *They help create the best possible Kiwanis club experience for members *The President also mentors the President-Elect to assist in succession planning	*Sets goals for improving club members' experience and to increase the club's impact in the community *Inspires, counsels, and guides club leaders and members *Establishes a strategic plan for the club with the help of all Board members *Facilitates fun, educational and efficient club meetings *Communicates regularly with club members to keep them informed about the clubs' business and activities *Supports committee activity to ensure a successful club experience *Develops initiatives to increase club membership *Rewards and recognize member and committee achievements *Promotes interclub and Division activities	Key President Resources Leadership Guide: President President Monthly To-Do's	Lieutenant Governor
President Elect	*President Elects assist the President in any task he / she has deemed necessary in ensuring the club and service projects are running smoothly *Acts as a strategic partner to the President to create a long-term vision for the club *Acts as a confidant to the President, offering advice and counsel	*Serves as an officer on the Board of Directors (BOD) *Attends Division Council, club, BOD meetings *Attends CLE training *Represents the club at District Conventions and possibly the Kiwanis International convention *In the absence of the President, presides at club and Board meetings in accordance with club policy *Performs other duties as assigned by the President or the BOD	Leadership Guide: President	Club President
Vice President (Optional Position)	*Vice Presidents assist the President in any task he / she has deemed necessary in ensuring the club and service projects are running smoothly *Acts as a confidant to the President, offering advice and counsel	*Serves as an officer on the BOD *Attends club and BOD meetings *In the absence of the President and President Elect, presides at club and Board meetings in accordance with club policy *Performs other duties as assigned by the President or the BOD	Leadership Guide: President	Club President

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Immediate Past President	<ul style="list-style-type: none"> *Immediate Past Presidents act as mentor and colleague to the current President and Vice President and are a valued advisor on the business of the club 	<ul style="list-style-type: none"> *Serves as an officer on the BOD *Attends club and BOD meetings *Performs other duties as assigned by the President or the BOD *Shadows the Lt. Governor if advancing to another leadership position within the District 	<ul style="list-style-type: none"> Leadership Guide: President Lt. Governor Workbook 	Club President
Secretary	<ul style="list-style-type: none"> *Club Secretaries ensure club operations run efficiently *The Secretary is responsible for managing a variety of activities that hold the club together *The Secretary works closely with the President and Board of Directors to report club activities and keep all club records on hand *Secretaries may be elected or appointed by the Club President, depending on Club By-laws 	<ul style="list-style-type: none"> *Manages and maintains club and membership records *Keeps minutes of club and board meetings *Completes the club's monthly reports based upon Board / club meeting information and member service records *Maintains the club's permanent files *Acts as official contact for all club mail & correspondence *Maintains insurance information, monthly reports, and other club records *Performs other duties as assigned by the President or Board *Recruits and utilizes an Assistant Secretary when needed 	<ul style="list-style-type: none"> Key Secretary Resources Leadership Guide: Secretary Online Reporting Resource 	Club President
Treasurer	<ul style="list-style-type: none"> *Treasurers are responsible for communicating the club's financial position to the Board and membership, including maintaining the club's financial accounts and records *The Treasurer often serves as an advisor to the club on financial matters (club budget) 	<ul style="list-style-type: none"> *Reconciles cash accounts monthly *Provides a financial report to the Board *Annual audit of club accounts *Collect member dues *Prepares a financial summary of income and expenditures for the annual club meeting *Fills out and turns in IRS 990, 990-N, or 990-EZ forms by February 15th 	<ul style="list-style-type: none"> Key Treasurer Resources Leadership Guide: Treasurer Treasurer Monthly To-Do's 	Club President
Director	<ul style="list-style-type: none"> *Directors are Board members that represent the club's membership when making decisions *The Board of Directors is charged with overseeing and approving regular club operations *Directors provide general management of the club not otherwise delegated to the membership in club By-laws or policy *Directors ensure smooth club operations, to lead club initiatives, and to create and uphold the club's vision with the club's best interests in mind *The number of Directors is set by mandatory club policy and terms can be staggered to ensure continuity in the club 	<ul style="list-style-type: none"> *Approves meeting minutes and Treasurer's reports *Approves expenses beyond budgeted items *Accepts club committee reports *Approves new member applications *Determines the good-standing status of members in accordance with club policy *Sets an annual budget (before October 15 each year) *Assures the club complies with applicable governmental rules and regulations *Oversees the implementation of club policy *Assures the club is meeting its financial obligations, including the annual review of financial statements 	<ul style="list-style-type: none"> BOD Information 	Club President

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Financial Review Committee	<p>*The Financial Review Committee performs an Annual Financial Audit of club accounts and reports results to club leadership</p> <p>*The Financial Review Committee also contributes directly to the financial viability and accuracy of club records. Members ensure compliance with all financial regulations & transactions</p> <p>*The Financial Review Chair is appointed by the Club President and reports to the BOD. The committee is comprised of two or more Non-Board members.</p>	<p>*Prepares an independent Annual Financial Audit of the club's finances</p> <p>*Works with the Treasurer to gather documentation for the audit</p> <p>*Reconciles receipts with club and/or service bank account information</p> <p>*Reviews the Treasurer's Federal and State filings to ensure accuracy of reported information</p> <p>*Provides documented recommendations for the club's continued financial viability and solvency</p>	<p>Key Financial Review Committee Resources</p>	Board of Directors
Membership Committee Chair	<p>*Membership Committee Chairs help keep the club strong and healthy</p> <p>*Chairs create a club membership experience that is rewarding for current members and inviting to others</p> <p>*The Membership Committee Chair is appointed by the Club President</p>	<p>*Invites new members, engages existing members, and increases the visibility of the club in your community</p> <p>*Meets regularly with committee members and prospective members</p> <p>*Sets membership goals with the BOD</p> <p>*Plans membership drives and special member events</p> <p>*Conducts a member satisfaction survey and community survey annually</p> <p>*Works with other committees to determine how service projects and events can lead to new membership opportunities</p> <p>*Plans and conducts (or assists with) new-member orientation</p>	<p>Key Membership Committee Resources</p> <p>Leadership Guide: Membership Committee</p>	Club President
Public Relations (PR) Committee Chair	<p>*Public Relations Committee Chairs helps spread the word and increase awareness about the service and fundraising activities the club is a part of in the community</p> <p>*The Public Relations Committee contributes directly to the success and growth of your club projects and events, including membership growth efforts</p> <p>*The Public Relations Chair is appointed by the Club President</p>	<p>*Creates awareness in your community of your club's service projects and activities to promote the values and work of KI</p> <p>*Works with various media outlets across different mediums (newspaper, radio, TV, social media, etc.)</p> <p>*Prepares leaflets, brochures, press releases, speeches, newsletters, websites, and social media communications</p> <p>*Designs PR campaigns and strategies</p> <p>*Builds the Kiwanis brand in the immediate and surrounding communities</p>	<p>Key PR Committee Resources</p> <p>Media Relations Resources</p>	Club President