



# Club president duties

These are the suggested duties of the club president. Duties can vary depending on your club's structure and any additional district-specific responsibilities.

## Weekly Duties

- Create an agenda for each club meeting
- Conduct club meeting
- Follow up with officers to verify progress
- Communicate club activities to officers and club members
- Consult with the faculty advisor and Kiwanis advisor to discuss club activities
- Attend Kiwanis club meetings (when possible)

## Monthly Duties

- Create an agenda for and conduct board meetings
- Share information from the district or Circle K International with appropriate audiences
- Complete any district reports (if applicable)
- Conduct one-on-one meetings with officers and chairs

## Annual Duties

- Maintain active relationships with the Kiwanis and faculty advisors
- Appoint committee chairs and special positions
- Conduct officer elections
- Conduct election of delegates to district and international convention and submit names to appropriate entities