

Events and your role

Several events take place during your year of service. This list includes international, club-level and district events. Depending upon your district, this list could change. Please consult with your lieutenant governor or district governor for a complete list of district events.

Prior to taking office

- Attend your district convention to take part in education sessions, meet other club presidents, represent your club as a voting delegate and learn more about your district.
- Begin planning a budget planning with your club treasurer or secretary/treasurer and club advisors. While the treasurer is responsible for handling day-to-day responsibilities of paying bills and collecting fees, both of you should meet with your advisors to determine the club's budget for the next year. The entire board will vote on the budget at your first official board meeting. Don't forget to include registration fees for district convention and CKIx (international convention).
- Appoint committee chairs. You need to determine your club's committees and appoint committee chairs prior to April 1.
- Organize a board training session so that all officers (incoming and outgoing) can discuss officer transition. Necessary materials should be transferred from the current officer to the incoming officer. Both boards also should discuss what goals the current board achieved and which ones still need to be met.
- Conduct a Club Assessment and Community Analysis to determine the health of your club. These assessments allow you and your board to plan effectively for your service year.

April-June of your term

- April 1: Congratulations! Your year of service has started.
- Many districts hold officer training at the term's beginning to provide education and connect officers from all clubs. Ask your district governor or lieutenant governor if your district plans to host this event.
- Your district may hold a President's Council early in your term or at your district convention. Get these dates from your lieutenant governor or district governor.
- If you have any unfilled positions on your board, work to fill those vacancies before the end of the academic term.
- Plan a recognition ceremony or social activity honoring members who will graduate in April/May or July/August.

- Discuss with your members all candidates who will seek an international office during the election at CKIx. Review campaign literature and ask members to consider which candidates have the best interests of your club, division and district in mind.
- Encourage members to attend CKIx.
- Reserve a club spot at the recruitment fair for the term/semester that begins in August or September.
- Plan virtual hangouts with your board during the summer break. Discuss recruitment ideas, upcoming events and established goals.

July-September of your term

- Encourage club members to invite incoming first-year and transfer students to your club's first social or service project.
- Determine if your district holds any summer activities or a fall rally. Be sure your club has representation at these events.
- Dairy Queen Miracle Treat Day typically is held July 27 (U.S.) and August 10 (Canada). Remind members via social media to visit their local participating Dairy Queen location and support their local Children's Miracle Network Hospital with the purchase of a Blizzard treat.
- Work with your membership chair to determine who will represent your club at the annual recruitment fair. Determine what materials will be needed for this event.
- Consult with district leadership concerning dates for the district convention. Set dates for your club's nomination and election meetings based on that information.
- Work with the office of student organizations to secure a meeting location for the term/semester. Use an online poll (such as When is Good or Google Forms) to get member feedback on the best meeting day and time. While you may not be able to find something that works for everyone, you can determine the day and time that accommodate a majority of members.
- Determine how to finance members' attendance at district convention and CKIx. Ensure your club has representation at both events.
- Publish a list of important dates for members. Include division, district and international events, club social events and service projects, and all nomination and election meetings for the year.
- Work with your club treasurer to ensure your club's international club fee and district dues will be paid between October 1 and November 30. This might require working with your sponsoring Kiwanis club or student government organization to obtain funding.
- Trick-or-Treat for UNICEF takes place in October. Ensure your service committee is working to make this fundraising event a success.
- November is Prematurity Awareness Month. Ensure your service committee is working to make this event successful.

October-December of your term

- Conduct an installation ceremony for any new members.
- Work with your club's secretary to ensure he/she updates the club roster starting October 1. The updated roster will be used to calculate how much your club owes for district dues. Once the roster is finalized, your club secretary should submit the completed roster and pay both the international club fee and district dues via the Membership Update Center.
- Identify your club's emerging leaders. If possible, provide leadership opportunities to those members. Today's emerging leaders are possible officer candidates for the following year. Succession planning starts early.
- Plan a recognition ceremony or social activity honoring those members graduating in December.
- If any officers or board members will not be able to serve in their current role after the holiday break, determine how to fill those vacancies according to your club bylaws. Not sure how to find a copy of your club bylaws? Contact Member Services at Kiwanis International for assistance. Contact: memberservices@kiwanis.org, +1-800-549-2647 ext. 411 (U.S. and Canada) or +1-317-875-8755 ext. 411 (outside the U.S. or Canada).
- Strive to continuously recruit new club members.
- The Tomorrow Fund application typically is released in October. Read through the criteria to determine if your club should apply. Applications are due December 1.
- Continue to remind members of important upcoming dates such as club nominations and elections; division, district and international events; and all club social events and service projects.
- Local foodbanks are often in need of items around the holidays. Discuss with your service chair the possibility of holding a food drive before the term's end.

January-March of your term

- Share information concerning elections for district and international office with your club members.
- Conduct an installation ceremony for any new members.
- Work with your club secretary to ensure the club roster has been updated to reflect those who have graduated midyear, joined the club or are no longer members. The updated roster can be submitted at any time. Your club only owes district dues for those new members. The club treasurer should remit that payment when the roster is updated.
- Registration for CKIX typically opens in January. Determine which members will represent your club at the event. Remind those members to secure funding and register prior to the end of the Early Bird registration date. All event information can be found online at circlek.org/ckix

- IHOP National Pancake Day typically is held in March. Watch Circle K social media for information on volunteering for this event.
- March for Babies typically is held in March, April or May. Ensure your service chair is working to get your club involved.
- Conduct the nominations and club election meetings.
- Plan the retirement and installation ceremony for current and incoming officers.
- Discuss all candidates for district office. Review campaign literature and ask members to consider which candidates have the best interests of your club, division and district in mind.
- Determine which members will attend district convention. Newly elected officers should plan to attend to take part in any district officer education workshops. Your club should have representation at this event.
- Plan a date for incoming-officer education with your board and the incoming officers. Ensure all incoming officers have the materials and files necessary for a successful year of service.

April-June after your term

- April 1: Thank you for your year of service!
- Continue to make yourself available to the newly elected club president to ensure a smooth transition from one year to the next.