

Congratulations!

You are officially the newest president for Circle K at Northwood University! I want to congratulate you on all of your hard work to get to this point. No matter what feelings you may have going through you, just know that you are going to do an amazing job. You may be nervous, excited, or confused on what you are supposed to do next, but just know that's what I'm here for. I will be of help in any way that I can be during your transition, as will the other members of your Executive Board.

Although you may not know what to do next, have faith that it will all come together, just how it's supposed to. In this binder, I have included information to help you along your journey. Feel free to add onto the information included here so the president after you has just as much information to rely on.

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As the club's chief executive officer, the president is responsible for overall club management. The president does not actually complete the monthly reports, process the dues, or organize the projects. However, it is under the president's leadership that others are enabled to do the tasks assigned. Ultimately, the president is responsible for all club activity.

One way to ensure a successful year as president is to clearly define expectations of the club, to outline the goals of the club, and to specify the tasks to accomplish. The tasks the president delegates to members must be appropriate for the club member's interest and skill level. The president's enthusiasm for club activities sets the tone for the club; if the president is excited about what is being done, the club members will be motivated to achieve the club's goals.

Duties:

- Guide the board of officers in setting goals for the club. Goals are critical in keeping a board and club focused and passionate about what they are doing.
- Communicate the goals to the members.
- Maintain the club's focus on the priorities specified in the goals.
- Identify a club committee structure to best achieve the goals.
- Recognize task requirements, member strengths and interests, and appoint chairs to committees that match those skills and interests.
- Recognize member accomplishments.
- Publicly recognize achievements both at club meetings and at other campus events.
- Educate yourself about the documents that govern CKI. You should be familiar with the club, district, and International bylaws.
- Educate members about the opportunities available to them through their involvement with the Kiwanis family.
- Preside at all club and board meetings. It is important to be prepared for all types of meetings that you will be running. In the literature section on the International Website, there is an extensive description of how to plan and prepare club and board meetings.
- Plan the agendas for club and board meetings in advance.
- Attend committee meetings and Kiwanis club meetings as often as possible.
- Represent the club and its views at all district, division, and International events.
- Participate in club service projects, inter-clubs, and social activities.
- Evaluate club progress toward established goals.
- Communicate club progress to the Kiwanis club and to the district through newsletters or regular correspondence.
- Monitor the activities of all officers and committee chairs.
- Provide guidance to assist officers and committee chairs in accomplishing their responsibilities.
- Motivate club members to participate in club activities.

- Establish a climate of enthusiasm, openness, and concern. The best way to get your club excited about CKI and service is to show your enthusiasm and dedication toward them.
- Train committee chair and officers to fulfill their duties. It is not the job of the president to make the bulletins, fill out the reports, or give updates on the budget, but you have to show each officer what to do and how to do it.
- Recruit and retain members.
- Ensure that all members are active and involved.
- Conduct an aggressive, year-long membership campaign with weekly and monthly goals to be achieved.
- Submit reports to the district and International Office upon request. While you may delegate this task to another officer, it is your job to monitor whether the reports are completed and sent out.
- Coordinate officer elections. To ensure that elections run smoothly, Roberts Rules of Order should be followed. These rules can be found on the International Website in the literature section.
- Ensure a smooth transition for incoming officers by keeping files and reports in order.
- Assist in training incoming officers. It is part of your responsibility that the newly elected officers for the upcoming year are trained (either by the club and/or the district) and ready to run the club. CKI offers the club leadership guide, which is an excellent resource and guide as new club officers are trained for their new offices.

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.
- Personally contact delinquent members. While e-mail is great for quick communication, a phone call or personal letter can make a much greater impact on a member.
- Consult with the faculty advisor and Kiwanis advisor to discuss club activities.
- Attend Kiwanis club meeting.

Monthly Duties

- Create agendas for two board meetings.
- Conduct board meetings.
- Distribute information, such as magazines and newsletters, received from the International Office and district officers.
- Ensure that all monthly reports are submitted accurately and on time.
- Follow up with treasurer to ensure that new member dues have been submitted.

Annual Duties

- Pursue a net increase in membership.
- Obtain information and assistance from immediate past president, faculty advisor, and Kiwanis advisor.
- Review all literature and resources available from the district and CKI. CKI offers resources, both online and at the International Office. While it is not necessary to go through them all at the beginning of your term, it is important to know what is available for future reference.
- Establish active CKI/Kiwanis relations.
- Appoint committee chairs and special positions.
- Conduct officer elections.
- Report club activities to Circle K Magazine via the International Website or by e-mail at: ckimagazine@kiwanis.org.
- Submit award forms for district and International contests.
- Ensure that delegates attend district and International conventions.

Special Duties

- Each and every person joined CKI for specific reasons. Understanding the reasons of members and officers will enable you to encourage their enthusiasm in club activities. If you are able to identify what motivates and inspires members to serve, it will enable you to find the right people to do the work.
- Delegation can be one of the most difficult things to accomplish as a president. To have a strong and successful club though, you have to learn how to delegate and share the workload. Here is how to properly delegate work:
 - Identify the task to be accomplished and its expected outcome.
 - Identify the skills and personal characteristics necessary to accomplish the task (i.e., public speaking, written communication).
 - Outline the facets of the project that will be rewarding personally to the member.
 - List the individuals with the skills necessary to accomplish the task.
 - Match the project to a qualified and interested individual.
 - Select the individual to whom you will delegate the project.
 - Specify the rewards. You should be very clear and specific with the task requirements and rewards, but you should give the individual assigned the project the liberty to choose the means to achieve the intended outcome.
 - Provide adequate and ongoing feedback. As you monitor progress, provide encouragement and additional guidance if necessary.

It is so important to reach out to people to get them to do things. It sounds weird, but you have to build many friendships and relationships with almost everyone in the club. It will be difficult at first because you'll want to please everyone and your close friends, but that doesn't work. You will need to focus on what is best for the club!

Also, don't be afraid to do things differently than we did in the past years, just because we did it one way doesn't mean that's the right way or the only way.

Get involved with the District Board and make close relationships with them. They will be a great resource for anything you need advice and help with.

Things I advise that I did NOT do:

Common Club Events:

- Fall and Spring Informational Meetings
- Fall Social (bowling)
- 12 Hours of Fellowship
- Inductions
- White Elephant Christmas Party
- End of the Year Party
- Interclubs
- Socials
- K-Fam service projects

Each year Circle K at Northwood University hosts a couple of annual events. By no means does this mean that you must continue with them. New ideas and events are always exciting and encouraged. However, these events are also very known around campus and can provide a decent amount of participation, if properly advertised and communicated to the student body.

Usually in August (during Welcome Weekend), we host a Kids Against Hunger event. This is a great service project where we package around 10,000 meals as a club, but also invite freshman and new students to participate in the fun. This is a great time to get freshman interested in what Circle K is and what we do. A tip for this event would be to be prepared to not only get students interested in the service project, but to also get them interested in Circle K. This is your first interaction with freshman students!

Next, in September, we typically host MudPit Volleyball. This is a great event to once again continue recruiting members! This event usually takes place at Chippewasee Park (near the tridge). To prep for this event, call the City of Midland Parks and Recreation and explain you are hosting the event. They will work with you to work up the volleyball courts, provide you with a hose/sprinkler, and make sure the volleyball nets are put up. It will be your job to make sure you get volleyballs and the blue buckets from Teresa's closet for rinsing the volleyballs the day of the event. From here, the rest is pretty simple. Work closely with the PR chair to make sure the event is promoted and work to get teams created. Teams are typically 6 people and cost \$30 per team (\$5 per person). The event is usually held on a Saturday (try to avoid home football games), and is conducted in bracket form. All money from this event is donated to UNICEF/Project ELIMINATE.

Lastly, in March, we host Wheelchair Basketball. We work closely with Midland Special Olympics to host this event. Usually, the event is held in the Bennett Sports Center during the week. You will need to reserve the BSC and work with Karla Spaeth to ensure the sound system and scoreboard system is all set for you. You will also need to work with Michigan Sports Unlimited who supplies us with the wheelchairs for this event. Preparation for the event is quite easy, you work closely with the PR chair to make sure the event is promoted and that teams get created. Teams are typically 6 people (5 on the court, 1 alternate) and cost \$30 per team (\$5 per person). The games are played for about 10 mins (5 mins halves) and in single elimination bracket form. The other important part is working with your fundraising chair to work on getting donations from local businesses for giveaway prizes (gift cards, certificates, etc) for during half times between games. During the half times small games are played with people in the audience such as dance-off, musical chairs, free throws, etc.

This Section for Passwords

NU Circle K Calendar

Hawk Host (website rights) – Needs to be paid on April 12th (an invoice will be sent to your email)

Word Press (for editing the website)

CPanel (for banner on top of website):

Membership Update Center (adding new members and paying dues):

Monthly Report Form (due online by the secretary before the 5th of each month):

www.micirclek.org/mrf/index.php

Kids Against Hunger

David Foster

Phone: 989-775-8544

Email: kiwanisdave2000@yahoo.com

<http://kidsagainsthunger.org/locations/mt-pleasant/>

City of Midland, Parks and Recreation (MudPit Volleyball)

Phone: 989-837-6930

Michigan Sports Unlimited (Wheelchairs)

Sam Penkala

Phone: 989-450-7490

Address: P.O. Box 200, Essexville, Michigan 48732

Midland Special Olympics (Wheelchair Basketball)

Mary Adams

Phone: 989-832-9443

Email: a30so@chartermi.net

Address: 5202 Cortland St, Midland, Michigan 48642

Aktion Club - Midland

Martha Briggs

Email: briggsmj52@gmail.com

Meetings: Wednesdays, twice a month a 5:30pm

Location: 600 E. Carpenter St, Rooms A and B

Dow High Key Club

Doug Snoddy

Email: dwsnoddy@hotmail.com

Midland Daily News

Matt Woods

Email: mwoods@mdn.net