

Job Descriptions
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The following job responsibilities are copied verbatim from the By-Laws. I think they are clear enough. No changes recommended.

President:

- a. Be the Executive Officer of the Club.
- b. Preside over all meetings of the Club and the Board of Directors.
- c. Promote the Objects of Kiwanis International and the positive image of Kiwanis to the community.
- d. Be an ex-officio member of all standing and special committees.
- e. Present the views of the Club to the District and the views of the District to the Club.
- f. Promote membership growth and the building of new Kiwanis clubs.
- g. Be one of the Club delegates to the International and District conventions.
- h. Attend District conferences and division meetings.
- i. Perform such other duties and responsibilities as usually pertain to such office.

President-Elect:

- a. Be the only nominee for the office of President.
- b. Prepare for service as President for the following year.
- c. While serving as president-designate, attend the International and District conventions, district conferences, and training conferences for club president-designate.
- d. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or the Board of Directors.

Immediate Past-President:

The immediate past-president shall perform such duties and responsibilities as usually pertain to such office, or as may be assigned by the President or the Board of Directors, including attending the division meeting for the selection of the Lieutenant Governor and Lieutenant Governor-elect.

Vice-President:

The Vice-President(s) shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the President of the Board of Directors.

Treasurer:

The Treasurer has the following duties and responsibilities:

- a. Receive all funds paid to this club and promptly deposit them in the official depositories.
- b. Disburse funds on order of the Board of Directors.
- c. Maintain the club financial accounts and records.
- e. At all times, make available for inspection by the President, the Board, or any authorized auditors, the financial accounts and records of the club.
- f. Make a financial report to the Board monthly, at the annual meeting of the club, and at such other times as the President or the Board may require.

Secretary:

The Secretary has the following duties and responsibilities:

- a. When Secretary-Designate, attend the training conference for club secretaries-designate.
- b. Keep the club's books and records, including membership and attendance.
- c. At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the club books and records.
- d. Keep minutes of the meetings of the club, Board and committees.
- e. Present all bills to the Board for approval.
- f. Submit to the proper officers, committees, or members all communications received from Kiwanis International or the district.
- g. Promptly reply to correspondence and submit all official reports required by Kiwanis International or the district.
- h. Submit reports to the club at such times as the President or Board may require.
- i. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President of Board.

Suggestion: See that the Secretary has a current copy of the By-Laws in his folder, to be available at all times.

Board of Directors:

Section 1.

The Board of Directors shall consist of the officers and nine elected directors.

Section 2.

Each director shall be an active, senior, or privileged member in good standing.

Section 3.

The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of three (3) years or until their successors shall be duly elected and qualified. To ensure continuity of the Board of Directors, one-two,-and three year terms are required in the initial election.

Section 4.

The Board of Directors shall determine the policies and activities of the club elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club.

Section 5.

The Board of Directors shall meet regularly at least once each month and hold additional meetings at the call of the President or a majority of the Board. At the discretion of the Board, the committee chairmen shall meet in joint session with the Board.

Section 6.

A majority of the Board of Directors shall constitute a quorum for the transaction of all business except in cases where a larger vote of the entire Board is required under these by-laws.