

Kiwanis Club Committees

<u>Membership</u>	<u>Fundraising</u>	<u>Public Relations</u>
Recruiting	Pop Cans	Website
Education	Bell Tower	Ads
Retention	County Fair	Editorials
Committee Sign-up	Pancake Breakfast	Photo Opportunities
Spouses Night	Silent Auction	
Officer Installation	Kiwanis Grill	
	Farmers' Market	

<u>Community Service</u>	<u>Programming</u>	
Easter Egg Hunt	Interclub	
Kiwanis OneDay	Weekly Prayer	
Hazardous Waste Clean-up	Club Historian	
Parking Cars (Football)		
Teen Maze		
Scholarships		
Grilling		
Aktion Club		

Committee Sign-up - help with planning and preparation - not signing up to work the event.

Kiwanis Club Committee FAQ

Several months ago there was some concerns expressed that not every member had signed up for a committee. After having further discussion, the question was asked whether every member knew what each committee did and the expectation for signing up for committees. From this discussion some of the Kiwanis Board Members met and looked at our committee structure. In looking at the current committees, we found that many of what we were calling committees were actually events (ie. Pancake Breakfast, Bell Tower). We looked at committees on the Kiwanis International site and found their recommended committees to be much broader. Based on this, we are recommending that we have five committees.

What are the five committees?

Membership, Fundraising, Public Relations, Community Service, Programming

What do each of these committees do?

Membership - the membership committee has the task of membership recruitment, education and retention. Activities that may take place in this area would be signing up for committees, spouses night, officer installation.

Fundraising - the fundraising committee has the task of planning various fundraisers to provide finances for the club. Other responsibilities would include evaluating existing fundraisers and coming up with new fundraisers. Examples of fundraisers would be having a food booth at an event.

Public Relations - the public relations committee has the task of developing ways to promote the Jefferson Kiwanis Club. Examples of public relations would be developing photo opportunities and selling ads for the website.

Community Service - the community service committee has the task of developing ways for the Kiwanis Club of Jefferson to contribute to the community. Examples of community service could be Kiwanis OneDay and Teen Maze.

Programming - the programming committee is responsible for the day-to-day functioning of the club through coming up with program ideas, weekly prayer, and interclubs.

How will the committees function?

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The goal would be that every Kiwanian is a member of a committee. These committees will meet approximately every six weeks at a regular Wednesday morning meeting. They will have a discussion about their particular area and what work the committee needs to complete. The members on these five committees are not necessarily doing the actual work, they will engage in planning and preparation.

Examples:

The members of the Programming committee will not be responsible for saying the prayer at Kiwanis meetings. They will be responsible for finding people willing to say the prayer each week and develop a system for ensuring the prayer is taken care of.

The fundraising committee is not responsible for working each fundraiser although they may work on a fundraiser. They are responsible for evaluating our current fundraisers, adjusting where necessary, planning new fundraisers, eliminating fundraisers that are not working. When it come time for an actual event, a sign-up sheet will be passed around for workers to sign up for that event.