

ALPINE KIWANIS CLUB COMMITTEE RESPONSIBILITIES

COMMITTEE: Bulletin (Scrapbook, Directory, and Web Site)

DESCRIPTION: The Bulletin Committee is responsible for the following aspects: (1) the production of a club bulletin on a monthly basis for the club membership, (2) the coordination of information for the Alpine Kiwanis Club web site, (3) the production of the annual scrapbook, (4) and the development of the club's directory.

The club's bulletin should include the following: comments by the president, the Spiritual Aims Committee's "Take Aim", a synopsis of past month's programs, the new members' information, and a brief review of previous month's Board of Director's activities, the charity requests approvals, as well as the notification of upcoming Interclubs and Special Events. From time to time, a feature article of interest to the membership should also be included. The Bulletin needs to be distributed at the regular club meeting or be mailed after second week of distribution to members not in attendance and to other interested parties.

The Alpine Kiwanis' web site, www.alpinekiwanis-ll.org should be updated on a regular basis.

The Alpine Kiwanis Directory is a very valuable tool to the membership. It should include the members' addresses, telephone numbers, e-mail addresses, employers, hobbies, sponsoring member, the year the member joined the club, the spouses' names, and information pertaining to our services, as well as the historical data for the club. The names of other Kiwanis clubs in Division 12, their location and the time of their meetings should also be listed. Finally, the names of the Alpine Kiwanis committees and their chairpersons should also be included.

The Scrapbook which will be taken to the II District Convention in August needs to contain the newspaper articles, photographs and descriptions of the club's functions, special events, and any other noteworthy happening.

EXPECTATIONS:

Prepare and distribute the Bulletin on a timely basis. Keep the Alpine Kiwanis web site constantly updated. Publish and distribute the Club Directory by November 15. Finalize the Scrapbook by July 31 each Kiwanis year.

COMMITTEE: Citizenship and Community Services

DESCRIPTION: The Committee on Community Services shall study, devise and suggest methods and means whereby this club can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, international relations, safety, as well as other areas which the committee may deem pertinent.

EXPECTATIONS:

Prepare and coordinate the distribution of "Love Baskets" in February. Carry out all of the necessary aspects of the "Touch - A - Life" award. Review and process the requests for any emergency special needs from our discretionary fund. Support the Salvation's Army Christmas Bell Ringing, Paint-a-thon, Clothing Drive, Toys for Tots, and any other worthy project.

COMMITTEE: Special Olympics

DESCRIPTION: Coordinate the events for the Northwestern Illinois Special Olympics and related activities during the year.

COMMITTEE: Charities

DESCRIPTION: The Charities Committee is involved with the evaluation of requests from more than fifty organizations each year. The funds which the committee distributes are raised by the

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Fund Raising Committee from Brat Days. The committee reviews the requests each month and makes the recommendation for an award to the Charities Board of Directors. The award is based upon the following guidelines: (1) the organization must be a local one, (2) the award must benefit more than one person, (3) the organization must be a not-for-profit one (501-C3), (4) the award may not be used for the organization's administrative purposes, and (5) the Alpine Kiwanis Charities Board of Directors must approve or deny the request.

EXPECTATIONS:

The chairperson of the Charities Committee along with the Charities Committee treasurer needs to prepare the Charities Committee budget and have it ready for the presentation to the Charities Board of Directors at a September board meeting of the incoming board. This budget must take into consideration three categories: (1) Youth, (2) the Elderly, and (3) the Disadvantaged.

The chairperson of the Charities Committee shall assign each request for a donation to a committee member for investigation. The investigation needs to be completed within one month, brought to the Charities Board of Directors for a vote, and the organization has to be notified in regard to the outcome.

A recipient from the successful organization shall be invited to receive the check at the club's regular meeting. It is imperative that a membership application along with the Alpine Kiwanis brochure and a copy of the Bulletin be given to the recipient. An organization which is not successful in receiving an award needs to be notified by explaining the reasons for denial.

COMMITTEE: External Communications and Public Relations

DESCRIPTION: The purpose of this committee is to market this club, i.e., to collect newsworthy information of the many club activities, events, recognitions, and elections and to present those to all of the radio and television stations as well as to the newspapers. In other words, the committee should facilitate putting out the word within the community and the club about the activities/events, Who, What, Where, When things will take place.

The expectation is not necessarily that the PR committee creates the press release text for an upcoming event. The expectation is that the PR committee solicits input for submission to the media and edit for consistency of content such as reference to web site etc. The committee should be operating from a check list of known annual events such as new Officers Reception, Governor's Visit, Love Baskets, Touch-A-Life Award, Scholarship Awards, Special Olympics, Brat Days, Charities Presentations (at least annually if not a more frequent summary) and other Special noteworthy events.

EXPECTATIONS:

This committee will inform the Rockford community about the significant activities and achievements of the Alpine Kiwanis Club, the Division, the District, and Kiwanis International.

This committee will prepare and issue Press Releases on a regular basis to publicize important events of our club.

This committee will share with the news media the names of the organizations which received a financial award from our club during the past quarter.

This committee will recognize through the news media our members' contribution to the club.

This committee will work very hard to obtain public recognition for the club's service activities.

This committee will continually try to enhance the club's visibility within the greater Rockford area.

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COMMITTEE: Fundraising

DESCRIPTION: This committee will coordinate the fund-raising activities of the club. Among its responsibilities will be the preparation for and the execution of the annual Brat Days. In addition, this committee will solicit the manpower for this event from our club members as well as from our sponsored organizations.

EXPECTATIONS:

Establish a specific date for Brat Days.

Arrange for the three locations where the Brat Days will be held and coordinate the event with the managers of these sites.

Develop a theme for the Brat Days' ticket sales and encourage members to sell their quota of tickets.

Stress the need to club members to participate during both Brat Days and recruit members from other Kiwanis Clubs, Circle K, Key Clubs, and organizations which benefit from our donations.

Coordinate and secure food and materials for the Brat Days.

Increase corporate and small business sponsorships for the Brat Days.

Coordinate the publicity for the Brat Days with the news media.

During the Brat Days' campaign provide a summary of each week's sales.

Subcommittee on Corporate Sponsorships

Charter:

- o To Create a Strategy and supporting tactics to grow the Corporate Sponsorship for Alpine Kiwanis Brat Days from less than \$10,000 currently to a level that matches our Brat Days expenses.
- o To Create a Strategy and supporting tactics for maximizing the level of short term Corporate Sponsorships.

Subcommittee on Endowment Fund

Charter:

- o To Create a Strategy for Growing the Alpine Kiwanis Endowment Fund through planned giving and personal contributions. And to specifically:
 - Develop a brochure outlining alternatives for giving.
 - Distribute to all current and past members

Subcommittee on Entertainment

Charter:

- o To Create an Entertainment Brochure to Promote Brat Days Prior to the Event.

COMMITTEE: House

DESCRIPTION: It is the responsibility of the House Committee to provide for the most effective club meeting possible for each week of the administrative year. Areas of responsibility involved include the club meeting word of the day, invocation, program, music, house reception (greeters), fellowship and inter-club relations, as well as other areas which the committee may deem pertinent. Included in those responsibilities are the following duties: (1) from time to time, when the club needs to meet at another location, make arrangements for that site and for the meals, (2) when there is a need for a special breakfast to be served, make such arrangements.

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EXPECTATIONS:

Review the procedure that is followed in setting up and in picking up the club's meeting place and adjust accordingly. Communicate with the restaurant any changes in the number of meals to be served during any given meeting. From time to time, assess the quality of the meals and share the information with the Board of Directors and the restaurant management. Be certain that the program speaker's special needs are met.

COMMITTEE: INTERCLUB

DESCRIPTION: This committee is responsible for the official visits to other Kiwanis clubs and their functions. Visits may not only include to other Kiwanis clubs in Division 12 but also to Sponsored Youth Club meetings, i.e., K Kids, Builders' Club, Key Club, and Circle K, and other activities within Division 12 and the District. In order for the club to receive credit for an interclub, at least four members from Alpine Kiwanis Club must be in attendance.

EXPECTATIONS:

Involve 100% of the Alpine Kiwanis Club members in an interclub function. Visit each Kiwanis Club in Division 12 during the administrative year. Visit each of the Sponsored Youth Clubs. Schedule a fly-in interclub to a club outside of Division 12. Communicate with the chair of the House Committee the need to increase the number of meals, due to a visit by another Kiwanis Club.

COMMITTEE: Membership (Growth, Education, and Retention)

DESCRIPTION: This committee's purpose is to recruit new members, to provide a thorough education to them about our club, and to prevent the loss of members. By meeting these responsibilities the club will grow and be able to complete more projects which will benefit our community. Moreover, with growth come new ideas, fresh perspectives and vital energy. As recruitment is contemplated, diversity must be embraced and welcome extended to all.

EXPECTATIONS:

Recruit one new member each month.

Involve the club's membership in innovative techniques of recruitment.

Provide a comprehensive orientation to the new member within two weeks of Board of Directors approval.

Arrange for an inspiring and meaningful induction ceremony of the new member within two weeks of Board of Directors approval.

Involve the new member as soon as possible in such activities as being a greeter, the member who gives the word of the day, or the invocation.

Stress to the sponsor of the new member the importance of him/her being the guiding light in making the new member comfortable on his/her own.

Be certain that the new member is assigned to a committee within two weeks after being inducted into the club.

Identify and contact those members who have poor attendance or are delinquent in paying their dues.

Conduct an exit interview with those members who have expressed the desire to resign from the club and determine the reasons for their action.

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COMMITTEE: Program

DESCRIPTION: The primary responsibility of this committee is to plan and to develop high quality, informative, interesting, and entertaining programs. Communicate with the House Committee in regard to special needs that the speaker may have as well as with the other committees that provide special programs throughout the year .i.e. the Citizenship Community Services Committee, which is responsible for "Touch - A - Life" and Special Olympics, the Spiritual Aims Committee, which selects the Lay Person of the Year, the Sponsored Youth Committee which conducts a club meeting in April and awards the scholarships in May, and the Fund Raising Committee which holds the Brat Days' kickoff in May. From time to time the committee needs to seek interesting topics from the membership and even to call upon them to be the speakers.

EXPECTATIONS:

Prepare a list of programs six weeks in advance of each club meeting. Remind the scheduled program speaker on Tuesday that he/she is scheduled to be the speaker on Thursday morning. Be certain that the House Committee Chair is aware on Tuesday of any special needs that the speaker may have for the Thursday morning club meeting. Make the program speaker aware that the club meeting begins at 7:10 A.M. and that his/her portion of the program starts at 7:30 A.M. and ends at 8:00 A.M., including the time for questions. Introduce the speaker appropriately, and at the conclusion of the program present him/her with a token of appreciation, usually a Kiwanis pen. Be prepared to have a backup program from our membership in the event that the speaker scheduled does not arrive.

COMMITTEE: Special Events

DESCRIPTION: This committee is responsible for the planning and developing of special events for the members of our club, their spouses, friends, and possible new members. The first special event that the committee needs to concern itself with is the reception honoring the incoming officers and new board members. This year, perhaps, this event should be held in conjunction with the installation of the new officers and the new board members. Another event which follows shortly after this one is the Alpine Kiwanis Merit Award. Other events should be planned throughout the year which would provide the opportunity for members not only to enjoy the fellowship but to cultivate friendship. The possibilities for special events are endless and could include such events as an outing to a local theater performance, a musical concert, or going to a professional basketball game or a baseball game.

EXPECTATIONS:

A survey should be conducted among the club's membership to determine which special events are of interest to the members. In addition a brainstorming session should be held to develop a list of ideas that can be shared with the members. Hold at least one special event every quarter. Develop a cost plan for the special event, making certain that the revenue which is collected from the attendees covers the expenses.

COMMITTEE: Spiritual Aims

DESCRIPTION: The primary responsibility of this committee is to focus on the spiritual values of life. Thus, one of its functions needs to be the provision of the "Take Aim" column for each issue of the club's monthly Bulletin. Another responsibility of this committee is to seek the nominations for the "Lay Person of the Year" award, select that person, and present the award to this person during a special club meeting. Conducting a .Prayer Breakfast in the spring and sending plants/flowers and cards to those members who are hospitalized

EXPECTATIONS:

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From time to time share the Objects of Kiwanis with the club membership. Conduct the Lay Person of the Year" award program. Write an article in regard to this event and submit it to Division 12 and the District for publication. Develop the plans for the annual Prayer Breakfast and coordinate any special needs with the House Committee.

COMMITTEE: Sponsored Programs

DESCRIPTION: The committee on Sponsored Programs shall devise ways and means to establish and maintain Sponsored Programs within the territorial limits of this club, and shall encourage and promote the activities of all Clubs sponsored by this club. Our club's responsibilities include providing an advisor for each sponsored club, regularly attending each of their weekly club meetings, attending and chaperoning at their events, and inviting their membership to attend our regular meetings, board meetings and special events. In addition, this committee conducts the selection of the annual scholarship recipients and the awarding of the five scholarships to the winners.

The currently sponsored clubs are: the K Kids at Carlson Elementary School, the Builder's Club at Eisenhower Middle School, the Key Clubs at Guilford and Jefferson High Schools, the Circle K Clubs at Rock Valley College and Rockford College and the Aktion Club of Alpine Rockford.

EXPECTATIONS:

To monitor the sponsored clubs in order to be certain that they meet the following obligations:

- (1) Have regular meetings.
- (2) Have their dues paid by October 15, 2004.
- (3) Conduct regular service projects.
- (4) Have all their reports submitted in a timely manner.
- (5) Have monthly Board of Directors' meetings.
- (6) Have their officers attend RTC training in the fall of the year.
- (7) Support the Spastic Paralysis Research Foundation.

Encourage the sponsored clubs to send members and delegates to the II District Convention and the Kiwanis International Convention.

Submit an application for the sponsorship patch by May 31, each year.

Award five \$1,000 scholarships to worthy individuals who have demonstrated strong leadership ability, initiative, and academic excellence.

Responsibilities of the Sponsoring Kiwanis Club

The responsibilities of the sponsoring Kiwanis club are many. The dedication and effort of the sponsoring Kiwanis club will determine whether the Aktion Club succeeds or fails. The Aktion Club is the responsibility of the entire Kiwanis club, but ultimate responsibility of program coordination rests with one person, the chairman of the Committee on Aktion Club. An effective chairman understands not only the Kiwanis club's responsibilities, but also the total operation of the Aktion Club. The role of the chairman in successful Aktion Club operation is one of advisor. The chairman offers suggestions, advice, and counsel from past experience but does not force ideas upon the group. It also is the chairman's responsibility, in conjunction with the club advisor, to make sure the Aktion Club operates smoothly. The chairman is also responsible for ensuring that the members of his or her committee are interacting with and assist the Aktion Club. Attendance at regular Aktion Club meetings should be arranged, and a working plan or calendar should be created for use by each member should be established. Following are tasks the Committee on Aktion Club should pursue. As an Aktion Club advisor, you may want to follow the committee's

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progress and assist where needed. 1. Establish a plan. Soon after the election of Aktion Club officers, the Kiwanis Aktion Club chairman should encourage them to meet and set-up a tentative plan for the entire year. Exact dates are not necessary, but basic time periods should be outlined for special service projects, programs, and fund raising. This ensures that activities are not scheduled too closely together and offers the club a plan to follow in carrying out its responsibilities. 2. Schedule new officer training. A training session should be conducted each spring to acquaint the newly elected Aktion Club officers with their duties. This also is an excellent time to develop a plan for the coming year. It is the responsibility of the sponsoring Kiwanis club to ensure this training takes place. 3. Make sure the Aktion Club: • Meets regularly. • Follows the Standard Form for Club Bylaws. • Develops club moneymaking activities to fund service projects that require start-up costs. • Elects club officers and offer them opportunities to preside at meetings. • Has some social, "fun time" functions. • Understands and uses correct parliamentary procedure. • Complete and submit reports as outlined in Aktion Club - Reports for the Administrative Year. 4. Make sure the Kiwanis Aktion Club Committee: • Periodically invites Aktion Club members to attend Kiwanis club meetings. • Keeps and uses a file of Aktion Club literature. • Forwards special needs and requests to the International Office. • Publicizes Aktion Club activities throughout the community and Kiwanis district. • Encourages Kiwanis club members to attend Aktion Club meetings. • Assists Aktion Club members with projects and requests their assistance on Kiwanis club projects. • Ensures the Aktion Club has well-run meetings. • Attends all Aktion Club board meetings and general membership meetings. • Reads the Aktion Club quarterly mailings and each issue of the Aktion Club newsletter. • Ensures that the Membership Information Form and membership fees are submitted to the International Office. • Budget extra funds to assist the Aktion Club in its activities. • Ensure reports are submitted in a timely manner.

COMMITTEE: Youth Services

DESCRIPTION: The committee on Youth Services shall study, devise and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent.

This committee's current project is to coordinate its efforts with the Juvenile Probation Department to provide the manpower from our club to supervise the young people who have been sentenced by the court to perform community service. The committee's chair schedules two members to work on a specific Saturday morning, supervising four to six youngsters who need to complete their community service hours.

EXPECTATIONS:

Communicate frequently with the Juvenile Probation Department. Invite a member from the Juvenile Probation Department to the club's regular meeting to address any concerns that our club's members may have.

COMMITTEE: Assisted Reading Program

DESCRIPTION: The Assisted Reading Program Committee is part of the Youth Services Committee. The program was formed to help the elementary school children learn to improve their reading and comprehension skills with a one-on-one program involving volunteers from outside the grade school family. This committee's function is to schedule volunteers to work with the children on a weekly basis within the designated hours assigned by the principal of the school. The teacher coordinating this program will advise the volunteers concerning the needs of the children in the

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program. The Assisted Reading Program is conducted at the Carlson Elementary School. The committee will need to confer with the Director of Title I in the Rockford Public Schools to see if the program could be expanded to another elementary school.

EXPECTATIONS:

To increase the confidence and improve the reading abilities of children who are not comfortable with their present reading skills. To improve the children's desire to read. To make the children feel comfortable in working with volunteer adults outside of the elementary school family and the home. To free up the teacher's time so she/he can help those children with the greatest reading problems.

COMMITTEE: Young Children Priority One (YCPO)

DESCRIPTION: This committee is responsible for identifying and meeting the needs of children ages 0 to 5 in our community. This group of children is considered to have the greatest needs which range from the immunization to pre-school medical check-ups. Currently, this committee is very much involved with the Trauma Dolls' project which provides the dolls to the ill children in the hospitals. Previously, this committee has supported the Spinoza Bear project, and it is still involved with it to some degree. In addition, this committee may want to identify another project from a list of suggestions from the II District office:

- (1) Child Abuse/Prevention and Awareness
- (2) Children's Miracle Work
- (3) Early Childhood First Book Project
- (4) Education/Good Parenting Skills
- (5) Safety Seats

EXPECTATIONS:

Continue to be involved with the Trauma Dolls. project.

Contemplate the involvement in another project from the list above.

From time to time, share the news from this committee with the club's membership through an article in the Bulletin.

Seek the club's membership involvement in the current project.