



Circle K club president

Responsibilities

The club president is responsible for overall club management and ensuring that club operations run smoothly. As presiding officer of the club and board, the club president works closely with the board and committee chairs to establish and follow a strategic plan, set goals for improving the members' club experience and increase the impact of the club's community service by adding new members.

Qualifications

- Has met all financial obligations to the club
- Has met all academic guidelines set by the host institution
- Empowers and inspires members
- Manages time well
- Builds relationships with host institution and community leaders
- Establishes positive relationships with other Kiwanis-family branches and student organizations on campus
- Facilitates club meetings
- Leads by example

Duties

- Establishes a strategic plan for the club, including goals for membership and service
- Motivates members and committees to achieve those goals
- Organizes an effective leadership team by appointing and educating effective committee chairs
- Encourages club leaders to participate in the education course provided for their roles
- Supports committee activity to ensure a successful club experience
- Ensures that the club continues to be relevant to the community and to its members through periodic assessments
- Gains an understanding of the roles of the Kiwanis and faculty advisor
- Delivers information from the district and international levels of the organization to the club
- Facilitates fun, educational and efficient club meetings
- Leads effective and efficient board meetings
- Implements a succession plan for future leaders, ensuring a seamless transition
- Communicates regularly with club members to keep them informed about the business and activities of the club
- Rewards and recognizes member and committee achievements
- Promotes Kiwanis-family relations
- Maintains communication with host institution
- Fulfills all other duties documented in the Standard Form for Club Bylaws