

# President And Vice President Their Roles in Your Club



# What are some ROLES of a President

You will be required to

1. Chair meetings
2. File Incorporation Papers/ File annual return with the Province
3. Draft a budget for your club
4. Organization of your club calendar ( projects and social events )
5. Represent your club **Zone, District and National** (or have someone there for you)

# What are some ROLES of a Vice-President

You maybe required to

1. Act as the Awards Chair
2. Run at least 2 meetings
3. Learning the job of the President
4. And JUST HAVE FUN

# Chairing a General Meeting

Things you should cover in your agenda

1. **Secretary Report**
2. **Treasurers Report**
3. **Committee / Project Report**
4. **Old Business**
5. **New Business**
6. **For the Good of Kin**

# Chairing an Executive Meeting

You should go over at this meeting

1. If you are going to have a guest speaker
2. Kin Education
3. Deadlines should be reviewed at this time
4. Club Mailing

# File Incorporation Papers/ File annual return with the Province

- Clubs are required to complete the clubs Annual Club Reporting Form and Incorporation papers. Must be returned to National Headquarters by June 30 each year.

# Draft A Budget For your club

- ◎ “The budget is a guideline”

# Draft A Budget For your club

- While this is true in most businesses, this is not entirely true in Kin. When clubs prepare a budget, it is comprised of the General Ledger (G/L) accounts which pertain to specific donations items and projects.
- Each year the Executive should present two budgets: A General Division budget and a Service Division Budget



# Organization of your club calendar

- ⦿ Clubs Members will find it nice if you have the hole year planed out.
- ⦿ You can start by going through a calendar and putting in your meeting dates
- ⦿ Put in any fun or social nights
- ⦿ And then put in all your Important Dates

# Organization of your club calendar

## ● Important Dates

District Meetings		
District Leadership Seminar (DLS)	Cambridge – Kin Headquarters	June 12 <sup>th</sup> – 14 <sup>th</sup> , 2015
District Pre-Term Meeting	Cambridge – Kin Headquarters	June 14 <sup>th</sup> , 2015
Successful Kin Seminar – open to all D1 Kin	Cambridge – Preston Kin Hall	September 12 <sup>th</sup> , 2015
District Council Meeting	Cambridge – Kin Headquarters	September 13 <sup>th</sup> , 2015
Fall Leadership Conference (Komic Kin) – NOTE there will be a council meeting & dinner on Friday afternoon	St. Thomas	November 6 <sup>th</sup> – 8 <sup>th</sup> , 2015
District Mid-Term Meeting	Stratford – Queens Inn	January 29 <sup>th</sup> – 31 <sup>st</sup> , 2016
Spring Convention (80s TV Shows) – NOTE there will be a council meeting & dinner on Friday afternoon	Fort Erie	May 6 <sup>th</sup> – 7 <sup>th</sup> , 2016

# Organization of your club calendar

## Cystic Fibrosis & Service

**\*Remember to invite your Cystic Fibrosis & Service Directors to events in your zone / club year round – they want to help you as much as possible!**

<b>Attend FLC &amp; Bring CF Donation Cheques for Presentation</b>	St. Thomas	November 6 <sup>th</sup> – 8 <sup>th</sup> , 2015
<b>Remind Club President's to bring CF Donation Cheques for Presentation to Zone Conferences</b>	Various Locations	February / March 2016
<b>National Day of KINdness</b>	Various Locations	February 2016
<b>Attend Spring Convention &amp; Cystic Fibrosis/Service Banquet – bring CF Donation Cheques for Presentation and Celebration</b>	Fort Erie	April 29 <sup>th</sup> – May 1 <sup>st</sup> , 2016
<b>Great Strides Walk – encourage clubs in your zone to host a walk, or head out and support one in your community</b>	Various Locations	May 29 <sup>th</sup> , 2016

# Organization of your club calendar

Risk Management	
District Dues Deadline / Incorporation Papers Filed	June 30 <sup>th</sup> , 2015
Update Rosters for Accurate Dues Billing	September 26 <sup>th</sup> , 2015
Financial Statement & Passed Budget Due to District Treasurer	October 31 <sup>st</sup> , 2015
First National Dues Installment Deadline	November 15 <sup>th</sup> , 2015
Mini-Audit Deadline	January 31 <sup>st</sup> , 2016
Update Rosters for Accurate Dues Billings / Second Installment of National Dues	February 27 <sup>th</sup> , 2016
Third Installment of National Dues	May 31 <sup>st</sup> , 2016
District Dues Deadline / Incorporation Papers Filed	June 30 <sup>th</sup> , 2016

Accredited Delegate Forms		
National Convention 2015 (Brandon)	Due to National Head Quarters	July 15 <sup>th</sup> , 2015
Fall Leadership Conference 2015	Due to District Secretary Debbie	October 31 <sup>st</sup> , 2015
Spring Convention 2016	Due to District Secretary Debbie	April 23 <sup>rd</sup> , 2016
Zone Conference 2016	Due to Deputy Governors	One week prior to ZC

# Represent your club Zone, District and National

- ⦿ What does this mean?
- ⦿ Your DG's are going to ask you for a report on how your club is doing.
- ⦿ in your DG report he/she is looking for...
  1. If your Club has grown or lost members
  2. What club project happen this year and how they did.
  3. And maybe some goals that your club has

- You can find more info in the Kin Canada web Site in the Resource Library @

[www.kincanada.ca/resource-library?parent\\_id=3](http://www.kincanada.ca/resource-library?parent_id=3)

Thank you

