

2008 - 2009

DISTRICT ONE

*CLUB PRESIDENT
&
DEPUTY GOVERNOR*

PLANNER & HOUSE RULES

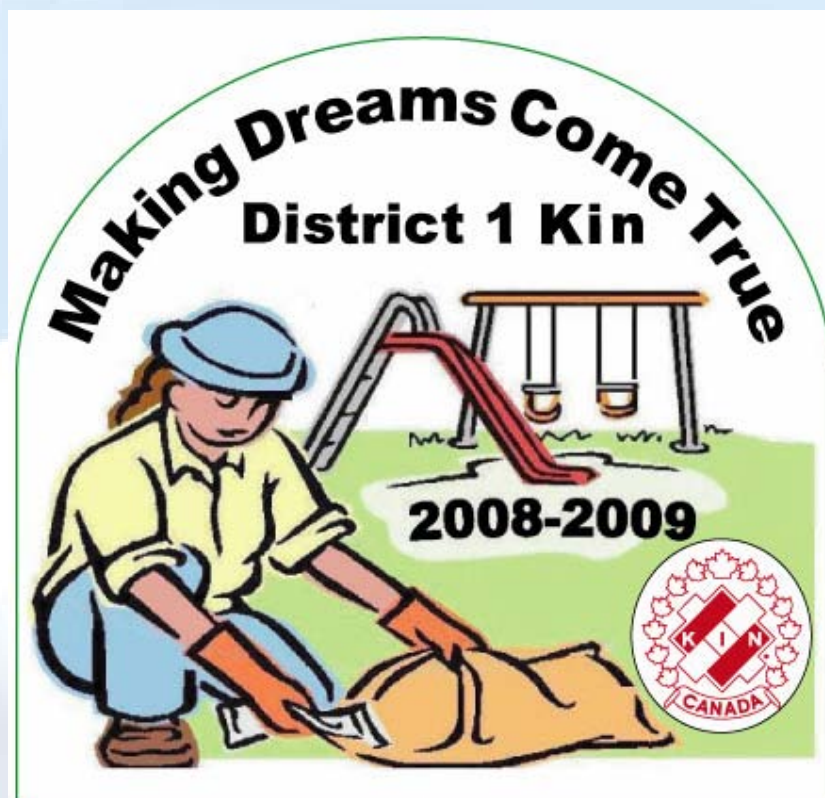


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2008-2009 District One Council Welcome

Making Dreams Come True

Congratulations and welcome to the "Making Dreams Come True" team. You have accepted a rewarding, challenging, and diverse position and we are pleased that you have decided to join our team. Whether you are a new Deputy Governor, President, or one of the many others that help to make Kin what it is, your upcoming year will be an exciting and adventurous one for you, filled with many experiences that you will treasure for the rest of your life. In order to have the most successful year possible, good planning and preparation will be integral.

Your District Executive Committee has put together this planner to assist you with that task. In it you will find important dates to adhere to for meetings and submissions of information. A critical path is also included which, if followed, will make your year flow more smoothly. There are also ceremonies and information sections that will help you out when you need it. Please use the calendar to its full advantage to keep track of all of your upcoming events. You will have many resources available to you and the whole team will be there throughout your year to offer any assistance you might require in your new position.

But, most of all, remember to enjoy yourself, as this year will pass by before you know it. Fun, friendship, fellowship and yes, challenges, will all be a part of your 2008-2009 year. Remember that we are all Kin, volunteering together and ***"Making Dreams Come True"*** for those in our communities and in District One.

Yours in Kin,

Rob and Odette Houle, Monika McKean, Michelle Federer, Brent and Nancy Laframboise, Brad Rockefeller, Bill Harris, & Russ Jackman

"Aim for success, not perfection. Never give up your right to be wrong, because then you will lose the ability to learn new things and move forward with your life."

Dr. David M. Burns

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*"Sometimes when I consider what tremendous consequences come from little things...
I am tempted to think
There are no little things."*

Bruce Barton

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District One Information

Clubs in District One

Zone A	Zone B	Zone C
Brantford (1) Burlington (1) Flamborough & District (1) Guelph (2) Hamilton (1) Hamilton – Stoney Creek (2) Kitchener-Waterloo (1&2) Oakville (1&2) Preston (1&2) Stoney Creek (1) Waterloo Grand River (1&2)	Belgrave (1) Drayton (1) Fergus & District (1) Harriston (1) Listowel (1&2) Lucknow & District (1&2) Monkton & District (1) Mount Forest (1) Palmerston & District (2) Point Clark (1)	Beaver Valley (1&2) Collingwood (2) Feversham & District (1) Flesherton (1) Meaford (1&2) Owen Sound (2) Shelburne (1&2) Stayner & District (1) Wasaga Beach (1&2)
Zone D	Zone F	Zone G
Caledonia (1) Cayuga (1) Dunnville (1) Fonthill & District (1) Fort Erie (1&2) Grimsby (1&2) Niagara on the Lake (1) Ridgeway Crystal Beach (1) Stevensville (1&2) Garden City (3) West Lincoln (3)	Aylmer (1) Delhi (1) Dorchester (1) Greater London (1) London (2) Port Dover (1) Simcoe (1&2) St. Thomas (1) Tillsonburg (1&2)	Blenheim (1) Chatham (1&2) Dover (1&2) Dresden (1) Merlin & Area (1) Sarnia (1) Wallaceburg (1)
Zone H	Zone J	Zone K
Amherstburg (1) Essex (1) Harrow (1) LaSalle (3) Leamington (1) Tilbury & District (1) Wheatley (2) Windsor (3)	Chesley (1&2) Hanover (1&2) Paisley & District (1) Tara & District (2) Teeswater & District (1&2) Walkerton (1&2)	Clinton & District (1&2) Goderich (1&2) Hensall (1&2) Mitchell & District (1&2) St. Mary's (1&2) Stratford (1&2)

Legend:

(1) = Kinsmen Clubs – total 65
(2) = Kinette Clubs – total 35
(3) = Kin Clubs – total 4

Total District One Clubs -- 104

District One Boundary Information - Map

Reference this map for zone boundary information



District One



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DISTRICT MAP OF CANADA



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Important Dates

Reporting for District Council Meetings

For the District Executive and Board of Directors.

Written reports will be expected for each council meeting. This information will assist the District Executive in monitoring the activities within your Zone. Without your input, many of the activities, questions and concerns could go unknown and as a result, unanswered.

Written reports may include the following information:

- ✦ How many of your presidents are on track for the Outstanding President/Master Club Award
- ✦ Membership information - clubs with concerns, new member growth, etc.
- ✦ Any achievements by individuals within your Zone.
- ✦ Dates and locations of upcoming Zone meetings including Zone Conference progress (It is extremely important to supply this information in a timely fashion!)
- ✦ Reports from these meetings including installations, club incorporation, etc.
- ✦ Potential charter activity (Have you made the DMD aware? Is your Membership Director working on this?)
- ✦ Reports on Club Visitations (The Good, The Bad and The Ugly)
- ✦ CF Activities - money raised, projects planned (Your Service Director will be responsible to the District Service Directors for this information as well.)
- ✦ Highlights of what is happening in your Zone (put on your Reporter Cap!)
- ✦ Special events such as Life Memberships, Anniversaries, etc.
- ✦ Potential bids for FLC and/or Spring Convention hosts
- ✦ Potential candidates for Zone, District and National officers

During the meetings, verbal reports will be given. This would be a terrific time to highlight a great project or event happening in your Zone. Sharing ideas is the best way to spread information to other clubs who may be having difficulty coming up with a new project plan. Use this forum to help your fellow Kin. This will also be your opportunity to discuss any concerns you may be having with the operation of the clubs within your Zone. Use this opportunity to ask for direction from your fellow Deputy Governors and the District Executive. Every Deputy Governor will also have an opportunity at each council meeting to have a private discussion with the Governors if they have issues or concerns they wish to deal with beyond the scope of a group council meeting.

Important Dates

Meeting Dates

District Leadership Seminar	April 11, 12 & 13 th 2008
District Convention	May 17 th to 19 th , 2008
Club Leadership Seminar	June 22 nd , 2008
District Pre-Term	June 21 st , 2008
National Convention	August 13 th - 17 th , 2008
September District Council Meeting	September 26-28 th , 2008
Fall Leadership Conference	November 7 th to 9 th , 2008
District Mid-Term Meeting	February 2009 TBD
District Convention	May 2009

CF/Service Dates

Zone CF/Service Directors meeting with Chapter Presidents and Canadian Cystic Fibrosis Foundation	TBD
Attend FLC and bring CF cheques	November 7 th to 9 th , 2008
Remind Presidents to bring cheques to Zone Conference	February 2009
Kin CF Day Have a fundraiser and promotion for Cystic Fibrosis	May 2 nd , 2009
Attend Spring Convention and Service Banquet and bring CF donations cheques	May 2009

Dues Billing, Financial Statements and Incorporation Deadlines

District Dues deadline Incorporation papers filed	June 30 th , 2008
Update rosters for accurate dues billings	September 26 th , 2008
Financial Statement and Passed Budget due to District Treasurer	October 31 st , 2008
First National Dues installment deadline	November 15 th , 2008
Mini-audit deadline	January 31 st , 2009
Update rosters for accurate dues billings Second installment of National Dues	February 27 th , 2009
Third installment of National Dues	May 31 st , 2009
District Dues deadline Incorporation papers filed	June 30 th , 2009

DISTRICT ONE WEBSITE

District1Kin.ca Overview

The District 1 website, www.district1kin.ca, has been developed using a “content management system” (CMS). With a CMS system, the site becomes a collaborative effort of the District Executive, Deputy Governors (DG), and each individual Club.

In other words, the website is what YOU make it. If important information about your Club or your Zone is not on the website, it's because you haven't provided it! Over time, this collaborative framework can develop into a knowledge base to provide an “institutional history”, become a Kin Education resource and “idea depot”, and assist with continuity and communication across the District.

This year, the District Executive and Deputy Governors will be responsible for maintaining the website. As a Club, your task is to provide news, photos, event information, success stories, Quills ... anything you want to share with other Clubs in the District.

If your club has a website:

- Please forward the link to Kin Russ (kinruss@internetadvisor.ca) for inclusion in the District One web directory.
- Submit news, photos, etc. to your DG for inclusion on your Zone page, which can include a link back to your Club site.
- Watch for information on making the most of your website in the “Website Tools” section of District1Kin.ca.
- Submit your website for any Zone, District and National Website awards.

If your club does NOT have a website:

- Your DG can promote events and celebrate your successes on your Zone page.
- Submit news, photos, etc. to your DG for inclusion on your Zone page.
- Watch for information and tips on creating an effective website for your Club in the “Website Tools” section of District1Kin.ca.

How to submit news, information and photos:

- Keep your Deputy Governor informed of any upcoming events, fundraisers, service projects, special meetings or celebrations in your club.

- Photos should be in .JPG format. An ideal size would be no more than 1280 pixels in the largest dimension (width or height). The photos will be converted to thumbnails by the website CMS automatically, but most digital cameras produce images that are unnecessarily large for web use.

If you need to resize images to make them easier to email and more suitable for the website, check out the “Website Tools” page at District1Kin.ca for links to free photo editing software and online services.

- Documents should be provided in PDF format. There are free PDF creation tools listed in the “Website Tools” section.
- Videos and other multimedia can be included on the website. The easiest way to include video is to first upload it to YouTube, and submitting the link to your Deputy Governor. This will not only make it simple to embed the video on the District 1 site, but will also reduce the server and bandwidth requirements for District1Kin.ca.
- Scans of newspaper clippings, 3rd party photos, and many graphics or images found online are protected by copyright. If submitting material that was not produced directly by a member of your club, please be sure to have documentation giving permission to reproduce the article / photo / artwork on the District 1 website.

For local newspapers, this may be as simple as obtaining an email from the editor or publisher granting permission to reproduce any Kin related stories provided a link back to the newspaper’s website is included.

Questions?

The “Website Tools” section of the District website is there to provide advice, tips, and resources for making the best use of the web in promoting your club, both within your community and across the District.

If there are any resources you would like to see added, or have a question or issue not already covered, contact District 1 Webmaster Russ Jackman directly for assistance.

Russ Jackman

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CEREMONIES

Ceremonies

Initiation - Kinsmen and Kinettes

New members receive a lasting impression of the spirit in which they are welcomed and it is most desirable that their reception be expressive of the seriousness of Kin as well as the fellowship of our Association.

All of the initiates and their sponsors should be assembled at the front of the room, facing the membership with each sponsor behind his/her new member. This formal ceremony should be done in an impressive setting - lights out, candles on head table and all members should be asked to refrain from smoking and drinking during the ceremony.

Initiation Ceremony:

(typically conducted by the President of the Club)

Tonight represents the occasion of your formal acceptance into Kin Canada and by this deed, joining thousands across Canada who enjoy the benefits and pleasures of Kin, as well as the respect of their community.

Kin was founded in Hamilton, Ontario in February 1920 by Harold A. Rogers. The initial purpose of Kin was fellowship, but it was soon discovered there had to be a purpose to the meetings and so the Club became involved in service work - hence, our motto "Serving the Community's Greatest Need". This one Club has now grown to an Association of 538 Clubs from coast to coast and is the only ALL CANADIAN SERVICE CLUB ORGANIZATION. By joining Kin, and becoming a Kinsmen/Kinette, you will not only gain the friendships of this Club, but friendships in the Kin Family in many communities across Canada.

Kinsmen Initiation Ceremony

Gentlemen, having been properly accepted into this club according to the by-laws and constitution of the Association, and having signified your desire for membership by presenting yourself for initiation, it is my duty to charge you with specific responsibilities that are necessary and mandatory for your future as a Kinsmen, the future of this club and the prosperity of the Association.

In the presence of the Kinsmen here tonight, you must solemnly promise that you will honour the privilege of Kinship entrusted to you.

You must abide by the wishes of those entrusted with authority over you - their requests in the name of the club and the Association must be considered and fulfilled as a necessary duty of the Kinship you will enjoy.

You must uphold the ideals of the Association, the integrity of this club, and the trust and friendship of its members.

You must honour and obey the constitution and by-laws as they now stand and may be hereafter amended.

You must attend all meetings to the best of your ability and in accordance with the rules and regulations governing attendance.

Do you accept these obligations?

I sincerely hope that you will make yourself conversant with our regulations, aims and laws whereby our members are bound together in Kinsmen, to uphold the honour and dignity of our Association, and I feel confident that in this respect, you will not fail us.

Kinette Initiation Ceremony

This night marks an outstanding event on our Kinette calendar. The ceremony of initiation serves two definite and important roles. First, it is intended to impress upon our new members the ideals and aims of our club. Second, it performs the essential function of reminding the rest of our members of our continuing obligations and privileges as members of the Kinette Club of _____.

I would now like to ask _____ to pass out the candles, and _____ to light them.

Kinette Clubs are partners with Kinsmen Clubs in the Association of Kin Canada. The candle you are holding lights the way into Kinetteship and is symbolic of the great Association you are about to enter. May these lit candles show you the way and their flames burn forever.

FIRST SPEAKER: (_____)

We should anticipate any opportunity to help in the great work of our Association. When we work together in harmony and goodwill for a cause we sincerely believe in, friendships and good fellowships naturally evolve. It is only when we build and work together that we can hope to fulfill the true purpose of our Club. As a reminder of the purpose of our Kinette Clubs, we will give you a WHITE RIBBON.

SECOND SPEAKER: (_____)

We have a well-earned reputation for energetic endeavours and deep concern for the community's greatest needs. The act of Service is in itself its own reward, but service of the type rendered by Kinette Clubs across Canada is not the result of the endeavours of one individual, but only achieved by the combined endeavours of the entire group. This is Service, the lifeblood of our Association. To serve as a reminder, we will give you a RED RIBBON.

Your enjoyment and fulfillment as a Kinette will be directly proportional to the effort you wish to exert as a member. To remind you of all the wonderful possibilities and opportunities that are open to all of us as Kinettes, you have been given these two ribbons. (PLEASE PUT OUT YOUR CANDLES NOW).

I would now ask that _____ present you with your Kinette Pin and show you where it is to be properly worn at all Kinette meetings and events. Wear it with pride and honour, for we are proud and honoured that you are joining Kinettes today!

_____ will now present you with your official Membership Certificate and New Members Kit.

_____ will now present you with your official name badge. Again, please wear it at all Kin meetings and events.

Charge and Answers:

Ladies, having been properly accepted into this Club according to the National Constitution and By-Laws of this Association and having signified your desire for membership by presenting yourself for initiation, it is my duty to charge you with specific responsibilities that are necessary and mandatory for your future as a Kinette, the future of this Club and the prosperity of the Association.

I would ask that each member accepting the obligations to answer "I WILL" to the following questions:

In the presence of the community of _____ and our fellow Kin members here tonight, do you solemnly promise that you will honour the privileges of Kinettes? (Answer)

You will uphold the ideals of the Association, the integrity of this Club, and the trust and friendships of its members? (Answer)

You will honour and obey the National Constitution and By-Laws as they now stand and may hereafter be amended? (Answer)

You will attend all meetings to the best of your ability and in accordance with the rules and regulations governing attendance? (Answer)

Will you accept the challenge of continuing and bettering the image of Kin, which now prevails in this community, and is so fundamentally a part of this Association? (Answer)

Having heard affirmation answers, it is my pleasure and duty as _____, on behalf of Kin Canada, to officially declare you as members of the Kinette Club of _____.

Fellow Kinettes and Guests please come forward and welcome these new members.

New Member Induction Ceremony

(This new ceremony was provided by Kinsmen National President Doug Anthony and was revised in January 1999 from an existing ceremony used by the Miramichi Kinsmen Club)

History

Kinship was born in the city of Hamilton, Ontario on February 20, 1920. It came about through an urgent desire of young men just returned from the trenches of the First World War, for the friendship of his fellows.

Harold Allin Rogers, in his early twenties, was encouraged by his father, a prominent Rotarian, to get together a few young men of his own age and as a result, a small group gathered for a dinner

meeting at the Namking Café in Hamilton. That became the first club in our organization - The Kinsmen Club of Hamilton.

From this group of a dozen earnest young men determined to perpetuate in peacetime the ideal of service to Canada so recently exemplified by young Canadians during the war years, has grown Kin Canada with 538 clubs and over 7,400 members.

Objects

The objects of the Association are:

To promote and direct service work through fellowship amongst its members, to the end that:

- (1) They may enjoy personal development through Kin;
- (2) They may be improved and educated in modern business and professional methods and ethics;
- (3) The involvement of each in the enrichment of their community may be stimulated;
- (4) A spirit of co-operation, tolerance, understanding and equality among all nations and peoples be fostered and that unity of thought and purpose throughout Canada be established towards this goal; and
- (5) They shall serve their community's greatest need.

What Kin Is

- ❖ An opportunity to associate with the outstanding young representatives of the business and professional life of your community, in an atmosphere of Kinship, mutual helpfulness and service.
- ❖ An opportunity for joint as well as individual participation in many activities for the service of humanity and for community betterment, as planned or endorsed by Kin.
- ❖ An opportunity to share in our Kin National Service programs.
- ❖ An opportunity for self-development. Through the influence of club fellowship and the fulfillment of responsibilities placed upon you in the club, you will increase your personal ability.
- ❖ An opportunity for self-expression.

What Kin Is Not

Kin is not merely a dinner club for entertainment and good fellowship. It is true that enduring friendships and good fellowship result from the meetings, but this is considered not merely as an end in itself, but rather as a means to the worthy end of service.

Kin is not a secret society with passwords, grips, signs and rituals. The fraternal spirit, however, is assured in the intimate fellowship of its members.

Kin is not a board of trade or chamber of commerce or the supplantation of any other community group. Kin has objectives and aims of its own. Its members, however, do assist and cooperate in the work of many community organizations.

President's Charge

Having heard the Objects and Aims of Kinship, what Kin is and what Kin is not, and your obligations to the Club, and having expressed yourself as desirous of joining this Club, it is my duty to administer the Oath of Kinship.

If you are willing to accept these obligations, you will answer "I WILL" to the following questions:

In the presence of this Kinsmen/Kinette/Kin Club of _____- at its regular meeting, do you solemnly swear that you will honour the privileges of Kinship entrusted to you?

Will you obey the commands of those entrusted with the authority over you and will their request in the Name of the Club be considered and fulfilled as a sacred duty of the Kinship you will enjoy?

Will you uphold the ideals and objects of the Club to the best of your ability?

Will you honour and obey the General Operating By-Laws as they now stand, and as they may thereafter be amended?

Finally, I look to you as to every other Kin to uphold the honour and dignity of our Organization, and feel confident that in this respect you will not fail us.

(The President at this point should ask all sponsoring Kin to pin the new inducted Kin and present them with their new member's kits and name badges. The Club, as a group, should then be invited to come forward and extend the hand of Kinship to our newest additions.

Executive Installation

Installation Ceremony

Tonight's ceremony marks the beginning of another Kin year. It is my (our) duty to install your elected officers and I (we) trust the responsibility that they have accepted will not be taken lightly for in it lies the strength of your club(s). It is part of district policy to encourage club members to participate fully in club affairs and also to compete for club, district and national awards and offices. Be aware of the opportunities for involvement that are available to you.

At this time, I (we) will outline briefly the duties of the individual officers. However, I (we) would like to stress that the complete duties of each officer are presented in detail in the Club President's Manual and should be referred to throughout the year. I (we) cannot emphasize enough the importance of this helpful resource. Almost every conceivable problem that may arise during the year can be answered by reference to the manual.

Membership Director(s)

In many ways, this is the most important position in any club executive. It is your responsibility to assist in formulating and implementing your club's membership plan. In order for your club to grow, new members must be recruited. Use the membership recruitment workshop as the blueprint for bringing new members to your club.

Remember that membership retention is an integral part of any club membership plan. To that end, you will act as a liaison between your club's executive and membership to ensure that your club's activities will meet the needs and goals of its members. Use the membership retention workshop as a tool to discover these needs and desires.

A successful membership plan will result in an active and healthy club. Let me urge you to start work on your club's plan immediately. Congratulations on your election. Present certificate(s).

Risk Manager

PLEASE NOTE that the club Risk Manager's position can either be a dedicated position or be combined with the role of a club director or other executive position. The role of the risk manager is vital within our association and in your club. Your role is to analyze all club projects and procedures to determine potential risk issues and advise your club on changes to eliminate and/or minimize risk and liability. You will liaise with National Headquarters and our insurers with respect to all new projects, and ensure appropriate insurance coverage is in place. You must make certain all required club documentation and submissions to each level of the association are filed correctly and on time and ensure your club is in good standing with respect to provincial or territorial corporate status.

Keep in mind the National Risk Management Committee has provided you with the resources and tools to assist you in your role. Assistance is only a phone call away. Congratulations on your election. Present certificate(s).

Bulletin Editor(s)

This is one of the most important positions in any club. A good bulletin will go far to stimulate attendance, fellowship, and general interest in Kin. It is the barometer of your club by which you will be measured. A bulletin editor must:

- ✦ Attend all general and executive meetings to record the proceedings;
- ✦ Encourage participation by the members in the bulletin through editorials, project reports, etc.;
- ✦ Advise all members of coming events;
- ✦ Recognize successful committees and members for a job well done; and
- ✦ See that new and transferred members are properly recognized and a few items of interest pertaining to each are publicized.

At all times, you must remember to keep your humour in good taste, as the bulletin goes into the home. Your mailing list, in addition to clubs in your zone, should include your District Governor, District Awards Chairperson, Deputy Governor, and the editor of KIN Magazine. Congratulations on your election. Present certificate(s).

Director (s)

The directors are the members' representatives to the executive, and it is your responsibility to assist in formulating club policy. In addition, you have specific duties to perform.

- ✦ You must act as chair of one or more of the important programs, such as the awards program;
- ✦ Act as liaison between executive and committees; and
- ✦ Depending on club policy, one director may act as assistant secretary.

Congratulations on your election.

Present certificate(s).

Registrar(s)

As registrar, your most important task is the maintenance of complete and up-to-date records of membership and attendance for the information of the club and president who needs them to compile district and national reports. In most clubs, you are also required to order pins and attendance tabs, provide guest badges and ensure that membership status reports are forwarded to National Headquarters. Congratulations on your election. Present certificate(s).

Treasurer

As Treasurer, your most important responsibility is the keeping of complete and accurate records of all financial transactions. Collecting membership fees, preparing club budgets, aiding the president in completing district and national financial reports and paying accounts authorized by the membership, are the major functions of your office. It is strongly recommended that you make all expenditures by cheque. Be prepared at all meetings to give an accurate account of the financial status of the club. Each member is entitled to this information. Proper accounting procedures and all necessary information are covered thoroughly in the Club President's Manual. Let me urge you to obtain such from your president and review this particular section in detail. If you need any further help, feel free to contact the District Treasurer. Congratulations on your election. Present certificate(s).

Secretary (ies)

As secretary, you are often referred to as the right hand of the president. Let me urge you to live up to this reputation by ensuring that all reports, minutes, and correspondence are processed properly for the benefit of your president. Remember always that your job entails more than just recording of minutes at general and executive meetings. You must act as a clearinghouse for club correspondence received, directing it where necessary to the officers or chairs concerned. It is very important that you answer all correspondence and keep the president up to date on action to be taken regarding various matters of club business. The position of secretary involves innumerable details, but with thoroughness and promptness, you will have the benefit of increasing your knowledge of Kin affairs, which will result in a successful year for you and your club. Congratulations on your election.

Present certificate(s).

Vice-President(s)

You must be prepared to assume the chair in the absence of the president. It is, therefore, your obligation to be fairly conversant with all club activities and to become acquainted with the duties of the president. You are further obliged to be conversant with the constitution and by-laws of the Association, the district and your club. Congratulations on your election. Present certificates.

Past President(s)

Tonight brings to a close your term of office as club president. Your responsibilities however, are far from over. You are still a valued member of the executive and, as such, your experience and knowledge of club affairs will be of great benefit and assistance to the other members and, in particular, to the president. Do not lose the interest and enthusiasm that carried you to your club's highest office. Participate fully in all club activities and provide any assistance requested of you. At the same time, do not try to dominate the executive. Remember at all times that you are the past president. I realize that it will be difficult to turn over the helm of your club in which you have become so deeply involved. It is my pleasure to congratulate you, on behalf of your members, on a job well done. Present certificate.

President(s)

Your election as president of this Kinsmen/Kinette/Kin club carries with it great responsibility. Your club will look to you for leadership and administrative ability. Organization of your club calendar, committees, projects and social events early in the Kin year will assure you of a successful term of office. Always plan interesting meetings to stimulate enthusiasm. Obviously, if you have accepted

your club's highest elected office, it follows that you have familiarized yourself with all aspects of national, district and club bylaws.

Remember, you have an able and willing executive; learn to delegate responsibility. An attempt to do everything yourself will result in a heavy workload and a preoccupation with details. Instead, direct your efforts to planning and coordinating club affairs. As president of your club, you are your club's representative on district council. Let me urge you to make yourself aware of the affairs of this district and the business being conducted by your district executive committee. If there is anything with which you do not agree with respect to the operation of this district, you should voice your opinion to me (your Deputy Governor) or the district executive committee. Your comments and constructive criticism are welcome at any time and, specifically, at the fall leadership conference and the annual district convention.

The term as president will develop you if you apply all your talents to the position. By successfully operating the club, and by successfully furthering service to your community, your abilities will be refined and cultivated. You will find that, in truth, you have helped yourself by helping others. Money cannot buy the training offered. Best wishes for a successful year and congratulations on your election. Present certificate(s).

Charge and Oath of Office

The office to which you have been elected is one of dignity and importance. In accepting this office, you undertake a responsibility that is not to be assumed lightly nor carelessly discharged.

With the General Operating By-Law as your guide, you must be always ready to exercise the functions of the office with which you have been entrusted. Further, you are charged with governing the organization according to the laws of democracy, under which laws every member who so wishes will be heard; toward that end that every matter considered, the best opinion shall prevail through the expressed will of the majority, and the best course of action followed.

Do you accept this charge?

Reply: I do.

Please repeat after me:

I do solemnly swear
that I will faithfully execute my office
in the Kinsmen/Kinette/Kin Club of _____
to the best of my ability.

Fellow Kinsmen, Kinettes and guests, please recognize with me the newly installed executive(s) of the Kinsmen/Kinette/Kin Club of _____ .



PROTOCOL GUIDE

"MAKING DREAMS COME TRUE"

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Protocol Guide

During their term in office our Association's officers will make many official visits with the members, i.e. club installations, club visits, zone meetings and district conventions as part of their contribution to our Association. It should never be forgotten that they are volunteers as well. Here are a few suggestions to follow when you are arranging the program for the visiting dignitary; the same criteria can be used for non-Kin dignitaries as well.

Checklist:

- ☞ Notify the visiting officer that you are aware of his/her impending visit to your club; at the same time restate the specific dates.
- ☞ Notify all local members so as to have maximum attendance at any meetings the visitor will attend.
- ☞ Check to see if the visitor's spouse or a traveling companion will be coming as well.
- ☞ Make hotel reservations/arrange billets and notify guest of exact address and telephone number of his/her accommodation.
- ☞ Notify guest he/she will be met at the airport or hotel, whichever applies.
- ☞ Notify the hotel who will be responsible for the bill; this will save any embarrassment.
- ☞ If feasible, arrange for a fruit basket, bar set-up or snacks in the room. Advise the hotel that your guest is a VIP and they may upgrade the room for you.
- ☞ Arrange for all transportation while your guest is in town.
- ☞ As far ahead as possible, provide your guest with details on the club, zone or district so that he/she can familiarize him/herself with the facts, therefore contributing to his/her feeling of familiarity with his/her hosts.
- ☞ Arrange for a modest gift (researched if possible) for your guest and a token gift for his/her spouse, remembering that flowers do not transport well.
- ☞ Issue a dress code ahead of time so that your guest can be prepared.
- ☞ Offer your guest all the assistance necessary for his/her arrival, stay and departure from your town.

What to do when you have special members in your own club:

Checklist A:

- ☞ New members, K-40s and K-ettes should be made to feel very welcome in your club.
- ☞ A good introduction of the member should be prepared by the member making the introduction. This special member should be treated as you would treat a guest in your own home.
- ☞ The president of the club is particularly responsible for assuring the special guest of a welcome, by chatting to the member prior to and at the conclusion of the meeting. This extra attention to detail will ultimately pay dividends.
- ☞ Always make sure your guests have terms, titles and club traditions explained to them as well as details of the projects being discussed on the agenda.

Checklist B - Life memberships:

Life membership nights are the highlight of any Kin year. It is very important for the chairperson to realize that this will be the most special night in the recipient's Kin life. Every attention to detail must be made. It should take at least six weeks to organize every detail of the presentation.

Remember:

- ☞ To contact the recipient's family members (not necessarily the spouse) so that the family can be present.
- ☞ To contact former and present Kin members who have known the recipient, particularly those well known by the recipient.
- ☞ If the recipient has served on a district council, make sure members of that council are informed.
- ☞ It is nice to have the recipient's Kin sponsor do the first speech telling how the member became involved; this could be followed by more Kin friends reminiscing about the memories the member evokes. Try to make this humorous and entertaining if you can.
- ☞ Remember, this honour won't come again for your member. A little preparation now will ensure good memories for years to come.

What to do when you have a special guest at your club, zone or district meeting:

Checklist:

- ☞ Be sure your guest has time on the agenda, i.e. 10 minutes, to speak and equal time to answer questions. Don't arrange for other speakers or time-consuming entertainment that will make for a long meeting.
- ☞ Have a host Kinsman or Kinette responsible for making your guest feel welcome, explaining some of the club's activities and making general introductions.
- ☞ Supply your guest, when feasible, with an adequate supply of drink tickets and make sure his/her meal payment is made prior to the meeting.
- ☞ Request a personal biography from your guest in order to make a detailed and personal introduction at the appropriate time.
- ☞ Never leave your guest sitting alone and perhaps feeling very uncomfortable.

What to do when you invite dignitaries from your community to special events in your club:

Checklist:

- ☞ Have a host couple for each guest couple or single guest.
- ☞ Arrange for one of the host couples to open their home for cocktails prior to the event.
- ☞ Make sure that the host couple is fully reimbursed for their expenses.
- ☞ When the guests and hosts arrive at the function, make sure that they are seated (one guest couple and one host couple) at as many tables as possible; this will eliminate all of the guests sitting at one table.
- ☞ Introduce the guests properly and make sure they are thanked for coming.

What to do when the National President makes his/her tour of your District:

Checklist:

- ☞ The Governor(s) will make the arrangements in conjunction with the national director responsible for the tour.
- ☞ Payment for travel to the district is paid from the national budget, however; all other expenses will be met by the district (zone or club) entertaining the presidents.
- ☞ All hotel bills must be paid in advance or the bill sent to a prearranged address.
- ☞ Remember that they will be exhausted, so try to arrange a free afternoon so they will have the opportunity to rest.
- ☞ When making presentations, remember that perishable items do not travel well.
- ☞ You will know the tour dates well in advance of the tour; try to save special presentations until their visit so the presidents will be able to participate.

Above all, remember that a good host is a caring and thoughtful host who will ensure the guest has an enjoyable visit that will long be remembered.

Head table seating:

The place of honour is that to the immediate right of the banquet chairperson and that place should be accorded to the dignitary primarily honoured on that occasion. Depending on the function, that person may be the national president, the governor or the deputy governor, or perhaps a very special guest speaker. The banquet chairperson should be to the right of the podium so that the guest does not find him/herself with a wide space between him/herself and the chairperson. Couples may be seated side by side, but head table guests often prefer to be seated apart from their spouses to provide more opportunity for conversation with other guests. Place cards will facilitate the seating plan and avoid the confusion of who will sit where. Head table guests should be escorted to the table rather than be allowed to find their own way. It is a nice touch to line them up outside the banquet room and lead them to the table. At the very least, the banquet chairperson should escort the primary dignitary and his spouse to the table and assist them to find their proper places. Space at the head table is often limited; whenever possible, special reserved tables should be set up in front of the head table to accommodate special guests who should be recognized.

Toasts:

The toast to the Association should be given by the second highest-ranking Association officer present. The reply to the toast to the Association should be given by the highest-ranking officer present.

The toast to the Queen, flag and country can be given by a Kinsman or Kinette.

A choice between the following can be made dependant on the occasion:

The "toast to the ladies" should be given by an experienced Kinsman. The reply to the "toast to the ladies" should be given by the highest-ranking Kinette officer present.

The "toast to the partners" should be given by an experienced Kin member. The reply to the "toast to the partners" should be given by the highest-ranking officer of the opposite sex present.

Life Membership

In order for a Person to be a Life Member, which is the highest honour that can be bestowed by a Club of the Association, such Person shall meet the following qualification requirements, as determined in the sole discretion of the board of directors of each Club to be hereinafter referred to as the Club Executive:

1. The Person must currently be or have been an Active Member of a Club for a minimum of ten (10) years; and
2. The Person must have served his Club in a manner deserving outstanding honour;

A Club may not elect more than one Life Member in any two-year period, unless such a restriction is waived in the discretion of the Executive Director where there are special circumstances. Life Membership in a Club is transferable amongst other Clubs.

In order for a Person to be an Active Life Member, such Person shall meet the following qualification requirements, as determined with the sole discretion of the board of directors of each club:

1. The Person must be a Life Member; and
2. The Person must fulfill the duties of an Active Member.



CLUB EXECUTIVE POSITION SUMMARIES

"MAKING DREAMS COME TRUE"

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CLUB EXECUTIVE POSITION SUMMARIES

Past President:

Basically the Past President ensures the continuance of positive club traditions. They will tell the President what has happened in the past, what should be done and when. Usually, they are also the club rules of order chairperson and are given duties and responsibilities in line with their position as a Past President.

The past president is an invaluable resource. The President is not expected to know everything, and by using the Past President resource they can help to create a positive team situation.

Some Positions your Past President can hold:

- Kin Education Officer
 - run a new members' school (as needed)
 - provide Kin education articles for the Club Bulletin on a monthly basis
 - inform nominees and executive elect as to their duties
- By-Laws Chair
 - organize a meeting of Past Presidents to review our house rules and present any changes to the club for consideration and update of said house rules
- Nominating Chair
 - organize a meeting for the Past Presidents, to telephone each member to discuss what executive position they would be interested in for the following Kin year
 - chair the nomination portion of the agenda at the March General meeting
 - chair the election portion of the agenda at the April General meeting
- Rules of Order Chair
 - ensure that order and parliamentary procedure are maintained at meetings (by use of our Club House Rules, Zone House Rules, District One House Rules, and National Constitution and By-laws)

President:

Your club will look to you for leadership and administrative ability. Organization of your club calendar, committees, projects and social events are part of your responsibility. Plan interesting meetings to stimulate enthusiasm. You should be familiar with all aspects of national, district and club by-laws and be prepared to attend all functions that relate to the position of President of your respective club. These may include conventions, educational seminars, zone meetings and conferences, etc. Learn to delegate responsibly, to those on your executive and allow them to grow in their experience.

STEP ONE

Read Kinsmen and Kinette Club President's Manual. If you do not have the capacity to download it or view it at www.kincanada.ca, it can be purchased through Kin Sales. This is a must have for all clubs. Make the investment.

What is the President's Role?

The President is the highest elected office in your club. This position holds many duties. As President you will be required to chair meetings, mediate differences and represent the Association in your community. The key to having a successful year is to be prepared. Planning your Kin year will ensure that all members are a part of a team, and work together to "Grow, Learn, Make Friends and Have Fun".

What to do Now?

Prior to your first annual meeting, it is imperative that your elected executive meet. This is the time for all executive members to organize their portfolios and plan the year. Use your critical path. It will guide you through the year.

As President this is the time for you to:

- Assess membership
- Familiarize executive with club by-laws
- Determine committee chairs (ie: membership, etc.)
- Review Association best practice standards
- Appoint signing officers
- File Incorporation Papers / File annual return with the Province.
- Draft Budget
- Comply with District and National requests (I.e.: Insurance Forms)

As President, you should:

- Lead by Example. If you want growth, bring in a member. If you want your club to travel, tell them you are going.
- Set goals and communicate them to the membership.
- Encourage input from all club members
- Choose the right people for the right job, then ask them
- Delegate whenever possible. Involve all your members. Be a diplomat. Not a dictator.

- Monitor all committees.
- Prepare a yearly calendar of meetings, programs, events and projects.
- Motivate! – Awards, involvement in committees, new projects & ideas, new members, socials.
- After an event, insist on project reports in full for file purposes.
- Keep business professional and separate from the fellowship.
- Start on time. A 15-minute delay for 10 people is 2.5 hours of lost time. Have a target time for adjournment.
- When prospective Kin are in attendance, take time to explain the meeting, fine session and invite them to come back.
- Keep discussions on topic. Get a motion on the floor.
- Ask for reports in advance. Make sure they are necessary.
- Remember our best membership tool is a well-run meeting.
- Attend all requested president's meetings, conventions, and conferences.
- Ensure all National, District and Zone requests, such as the national membership fees billing form, are completed.
- Review the Outstanding Master Club and other awards regularly. Use these as guidelines for success.
- Appoint a personal development chair to see that all new members actively participate in the Maple Leaf of Distinction program, that older members are encouraged to seek their Founder's Award, that public speaking and other awards are being promoted, that Kin education is presented to all members, and that other aspects of personal development (such as guest speakers, etc.) are part of the club program. This chair should personally review the new members' kit with each member.
- Appoint a public relations chair responsible for maintaining a club scrapbook and for promoting the club in all aspects of the media, such as executive photos; inviting media to meetings; project promotion; releasing national news to the local media; using posters and other resources from National Headquarters to enhance the image of the club in the community.
- Appoint committee chairs, such as Kinsmen/Kinette liaison, protocol, and rules of order, social, nominations, sports and interclub, various major service projects and others that your club may require.

Executive Meetings

Executive meetings should be held prior to all General Meetings. This is the time to go over correspondence and set an agenda for the general meeting. This is also a good time to discuss new projects, guest speakers, prepare Kin Education and Membership reports. **Zone, District and National** deadlines should be reviewed at this time. Every Executive member should give a report.

General Meetings

General Meetings are usually held on a consistent monthly basis. As President, it will be your objective to ensure due deliberation and orderly discussion on all topics. A carefully

prepared agenda is the blueprint of your meeting. Following it and adhering to Parliamentary Procedure will keep a well-paced meeting.

Always include time for fellowship at general meetings.

Remember – Our Association was founded on fellowship and without it our Association and our clubs would cease to function.

RESPONSIBILITIES TO YOUR CLUB

- Act as Chair of all General and Executive Meetings. Keep meetings running smoothly.
- Attend to all National, District and Zone correspondence directed to the President.
- Appoint Committee Chairs
- Attend as many Project / Committee meetings as possible and see that all are functioning properly

RESPONSIBILITIES TO YOUR ZONE AND DISTRICT

- Attend all Zone and District Meetings as required.
- Report to Zone Conferences on all Club activities such as finance, membership, projects, etc.
- Send President's reports to Zone.
- Be sure Zone and District membership fees and assessments are paid promptly.
- See that all District requests and correspondence are acted upon.
- Ensure President – Elect attends Zone instructional meetings
- Arrange to be present along with a large delegation at all Zone and District Meetings

RESPONSIBILITIES TO YOUR NATIONAL ASSOCIATION

- Prompt reply to all correspondence and requests from National.
- Arrange prompt payment of National Membership Fees.
- All mail from National is addressed to the President. It is your responsibility to forward to appropriate club officer or chair. You must follow up and see that prompt replies are given.
- Try to have at least one delegate at National Convention.
- Encourage Club Committee and Project Chairs to cooperate with National Chairs.
- Circulate releases from National Executive Committee to your club.
- Material for Communication from National should be read to the Club or published in the Club Bulletin.

AGENDA TEMPLATE FOR GENERAL MEETING KIN CLUB OF SOMEWHERE

President _____ welcomed everyone to the _____ General Meeting held at the _____ on _____.

O'Canada - _____
Kin Song - _____
Kin Grace - _____

Address to the Chair: _____

Sergeant-at-arms: _____

Introduction of Guests:

The _____ General Meeting of the Kin Club of Somewhere was called to order at _____

Presentations:

- _____
- _____
- _____

Recording Secretary's Report: _____

It was MOVED by _____, Second by _____ that the minutes of the _____ Executive Meeting and the _____ General Meeting be approved as printed in the bulletin. CARRIED

Corresponding Secretary's Report: _____

- _____
- _____
- _____

- _____

Business arising from the correspondence:

- _____
- _____
- _____
- _____

Treasurer's Report: _____

General Account -- _____

Service Account -- _____

Nevada Account -- _____

It was moved by _____, second by _____ that the Treasurer's report be accepted as stated. CARRIED / DEFEATED

Bills for Payment:

- _____
- _____
- _____
- _____
- _____

Committee Reports:

- _____
- _____
- _____
- _____

Old Business:

- _____
- _____
- _____

- _____
- _____

New Business:

- _____
- _____
- _____

Sergeant-at-Arms Report: _____

Raffle Report: _____

50/50: \$_____ to club \$_____ to _____

Registrar's Report: _____

Total membership (Active plus Active Life) _____

Total members present (Active plus Active Life) _____

Members on Leave _____

Percentage in attendance _____

Life Members in attendance _____

Guests in attendance _____

Announcements for the Good of Kin:

- _____
- _____
- _____
- _____
- _____

It was Moved by _____ , second by _____ that the meeting adjourn at _____ pm.

AGENDA TEMPLATE FOR EXECUTIVE MEETING KIN CLUB OF SOMEWHERE

The _____ *Executive Meeting* of the Kin Club of Somewhere was held at the _____ and was called to order at _____ p.m. by President _____

Corresponding Secretary – _____

- _____
- _____
- _____
- _____
- _____

Business Arising from Correspondence:

- _____
- _____
- _____
- _____
- _____

Treasurers Report – _____

General Account – _____

Service Account – _____

Nevada Account – _____

Motion _____, Second _____, that the Treasurers Report be accepted as read. CARRIED

Bills for Payment:

- _____
- _____
- _____
- _____
- _____

Motion _____, Second _____, that the bills be paid. CARRIED

Committee Reports:

- _____
- _____

- _____
- _____

Old Business:

- _____
- _____
- _____
- _____
- _____
- _____

New Business:

- _____
- _____
- _____
- _____
- _____

Registrars Report – _____, those in attendance were

Announcements for the Good of Kin:

- _____
- _____
- _____
- _____
- _____

On motion by _____, second by the _____, the meeting was adjourned at _____ p.m.

Vice President:

The vice president is *usually* preparing for the next step – president. You should try to include yourself as much as possible in the club decision making process. If you do not include yourself in the process, you cannot learn. Many large clubs have a first and second vice president and give them specific duties.

Other Duties could include ...

- assist the President with over-seeing service and money raising projects
- act as the Awards chair – review with active members, current award status and what to strive for
- responsible for the creation and submission of all Club, Zone, District and National Award entries
- encourage participation of all club members in all Zone, District and National award programmes

Please look further in this section for information pertaining to the tasks your club has given to you.

Personal Development/Awards Director:

One of the aims of the Association is personal development. The related part of this position is awards, which is primarily designed to stimulate activity by the members and to help their personal development.

Your job is to ensure that all members are aware of the awards that are available to them as well as keeping them on track to attain that award.

Remember some people will want desperately to win an award and others feel that awards should be abolished. For the latter members, encourage them to participate anyway. Following the proper award criteria will ensure a good year in a particular position and/or an excellent learning experience. For those, the criteria only need to be followed; no submission for awards needs to be made.

For example, if you encourage the Bulletin Editor to follow the award criteria for competition, his/her Bulletin will contain all the necessary information for your club as well as being entertaining. If you encourage a new member to achieve the Maple Leaf award, they will learn a considerable amount of valuable information by attending meetings and participating in ways that new members rarely do.

The goal may not necessarily be the award itself; the goal could be the personal development attained by competing for the award.

Provide information to all members; not just at one meeting but also at subsequent meetings to keep them aware. Make sure you follow-up and encourage participation. Keep track of award participation. Charts have been available in the past, but are no longer. You could make up your own charts to keep track of awards.

Encourage all members to participate in the Master Club Award. Active involvement by all members is needed to this award and once again, it will make the year successful for all members.

When you discuss awards with your club members, make sure you include all awards – National, District and Zone as well as any that your own club may have.

REMEMBER! Encourage participation – not to win an award but following the criteria will make you do a better job and develop personally in Kin.

Risk Manager:

PLEASE NOTE that the club Risk Manager's position can either be a dedicated position or be combined with the role of a club director or other executive position. The role of the risk manager is vital within our association and in your club. Your role is to analyze all club projects and procedures to determine potential risk issues and advise your club on changes to eliminate and/or minimize risk and liability. You will liaise with National Headquarters and our insurers with respect to all new projects, and ensure appropriate insurance coverage is in place. You must make certain all required club documentation and submissions to each level of the association are filed correctly and one time and ensure your club is in good standing with respect to provincial or territorial corporate status.

Risk Management: Events

INTRODUCTION:

As Public and Member Events and Functions are a major part of Fundraising and being part of the Association the Risk Management Committee has put together information on how to better prepare for them in terms of insurance and Risk Management (RM).

During this presentation we will cover topics including:

What resources are available to your Club in terms of RM and insurance?

We will walk through one of the checklists available in the Risk Management Manual, including:

- Risk Identification
- Risk Impact
- Risk Control, and
- Risk Financing

As well with the increased demand of Certificates of Insurance we will cover how to request a Certificate of Insurance, and when your Club should be requesting one

Also we will look at some other considerations when considering and preparing your event.

WHERE TO START:

The Risk Management Committee has various information pieces available on their website, which can be accessed through the National Website's Committee Section. For example they have posted:

- Request forms for Certificates of Insurance
- The Risk Management Manual
- Easy to understand Guides to Risk Management, including alcohol policies, media relations and financial risks
- National Insurance Policy information
- And pieces on food handling, and past presentations

In the Risk Management Manual you will find information on how RM pertains to KIN, as well as helpful Checklists for certain functions that you can use as a guide to ensure that you are considering all possible risks, and helping to prevent unnecessary risks.

You should also note that your District Risk Manager and the representative at National are there to help you with any other concerns you might have regarding Risk Management and Insurance.

CHECKLISTS:

- As previously stated in the Risk Management Manual you will find many checklists that will be helpful to you when you are planning an event.
- It is important to remember that RM is not something that is set in stone, but changes with each mitigating factor surrounding situations
- YOU have the choice of putting on a risky event, or putting on an Event with minimal risks.

THE CHECKLIST: LIQUOR EVENTS

The Checklist includes four sections:

- Risk Identification
- Risk Impact
- Risk Control
- Risk Finance

The first Section is Risk Identification.

Risk Identification is figuring out what could possibly happen at your event

Each of these risks are broad categories that can be broken down, what are some examples of each of these categories (note that some can be a result of another risk)

- **Property Damage** - tables get broken in a fight between patrons
- **Personal injury** – person slips and falls on spilt drinks
- **Liability for sponsoring** – the party you are sponsoring does not have proper insurance and your Club gets named

- **Financial Exposure** – the money you have raised gets stolen
- **Criminal Charges** – Assault of patron
- **Civil Suits for Negligence** – sued because did not cleanup spilt beverages and this caused a slip and fall

In order to protect your money at the event and between the event and bringing it to the Bank, you need to get a separate insurance policy affording you Crime Protection.

Next you need to consider the impact those risks might have on your Function therefore the Risk Impact:

- The main result from any of these risks would be the financial impact on your club including:
 - High cost of Legal proceedings
 - Potential financial ruin of Club
 - High cost of premium increase
- As well you risk:
 - Having the Underwriter not cover the incident
 - Your Club's public image, especially if you were negligent
- By preparing and possibly preventing accidents you may be able to control the financial impact on your Club.

Risk Control techniques: what can we do to prevent or control these possible risks?)

- Get any required Certificates of Insurance either from a third party or for a third party

Finally, for those risks that you cannot prevent, you need to consider alternatives, like:

Risk Financing Techniques:

- Insurance and making sure you have the right type of insurance
- Contact our Brokers at Morris and Mackenzie at least 4 weeks prior to the event to ensure that you have the proper coverage in place to hold the event, as well as to receive a Certificate of Insurance if need be.
- If you feel that the National Policy is not adequate feel free to contact a local Agent to obtain further insurance.

Again, it cannot be stressed enough that these checklists are to be used as a guide. As each Function is different, there will be different risks involved. You as a Club need to consider all the possible risks you might be faced with and finally in the end decide if the outcome of the event will be worth the risk.

CERTIFICATES OF INSURANCE

One thing that you are noticing is the increase in requests to show Proof of insurance when a third party becomes involved in a Function. For example when your Club needs to rent a room or area in order to hold a function, you are typically asked to show proof of insurance.

A certificate of Insurance is issued by your Carrier (insurer and or Broker) and states the coverage you have. It can also list, if requested an Additional Insured on your Policy for a specific Event.

For Example, an additional insured will typically be a third party that may be helping your Club run and event, but is not organizing it. Or a Third party that has rented you their facility to run the event in.

WHEN YOU ARE ASKED TO PROVIDE A CERTIFICATE OF INSURANCE:

The Risk Management Committee has available on their website a request form that your Club can fill out and forward to our Brokers in order to receive a Certificate of Insurance for any function you might be holding. The form is quite straightforward and certificates are typically issued within a couple days of our Brokers receiving the Request. This does not mean you can leave obtaining a Certificate to the last minute, as you should request them at least 4-3 weeks prior to your event.

The Certificate of Insurance will be sent directly to the group (i.e. the Town, or Third Party) that requests it, and a copy will be forwarded to your Club, as well as to National HQ

WHEN YOUR CLUB SHOULD REQUEST A CERTIFICATE OF INSURANCE:

Your Club should also consider requesting Certificates of Insurance from third parties when you are involved with them, or if they are renting your Hall, or using your property. You should also ask to be named Additional Insured's if possible.

Your Club should also request Certificates of Insurance when you are helping another organization with an event. Meaning that your Club is not the main operator of the event, and the other organization is responsible for insuring the Event. You should also make sure you request to be named as an Additional Insured for that event.

If they do not have the proper insurance for the event, your Club should seriously consider not helping them with it until they do, and they can provide you with proof.

OTHER CONSIDERATIONS

Finally you should go over a couple other things your Club can do before holding an event.

Here are some things you should consider when you are operating an event:

- Have you verified that your function is covered by the National Insurance Policy
- If it isn't have you put in place the proper insurance to cover the function?
- Are their other parties involved in this function? Either in operating or sponsorship form? Do they have the proper insurance in place as well?
- Have you gone through the proper checklist from the Risk Management Manual to ensure that you have taken steps to protect your Club and the Association from potential liabilities?
- Have you hired the proper and right amount of needed assistance for your function based on the estimated # of patrons attending? i.e. Certified first aid help, security
- Do you need to show proof of insurance to a third party? If so please send our Brokers a request form at least three weeks prior to the event.
- If you are renting a hall or other type of facility, go through it with the owner/operator some weeks before booking it to ensure that there are no apparent hazards. IF you notice some, tell the owner/operator that you will gladly sign an agreement to book once they have things in proper working order. Check the hall at least one week prior to the event to ensure that they have kept their end of the bargain.
- If on the day of set up you notice a hazard that was not there on the original check of the building, block this portion off from the public with the proper markings. Or is there is enough time, ask the owner operator to have the problem fixed.

Helping another organization with event?

- Do they have all the proper insurance in place?
- Request from them at least three to four weeks prior to the event for a Certificate of Insurance, naming your Club as Additional Insured for the event
- Are you functioning as a Club for this event, or as Volunteers
- Is your Club in charge of a particular piece of the function that perhaps they expect you to cover your self?
- Have you been a part of all the organizing and know how the event is to function and what you are responsible for

Contact our Insurance Company thru the following:

Madonna Law HKMB HUB International insurance Brokers

Phone: (800) 562-2213, (416) 597-0008

Fax: (416) 597- 2313

E-Mail: madonna.law@hubinternational.com

Risk Management

Liability Checklist No. 1 - Liquor-related Events
Risk Identification (what can possibly happen?):
<ul style="list-style-type: none"> Property damage; Personal injury or death; Liability for sponsoring club; Financial exposure; Criminal charges; Civil suits in negligence or vicarious liability, etc.
Risk Impact (what damages can be caused?):
<ul style="list-style-type: none"> High cost of legal proceedings; Potential financial ruin for clubs and/or individual members; Possibility that insurance company will not underwrite the loss; High cost of premiums for future endeavours.
Risk Control Techniques (how can we control the risks?):
<p>The following should be strictly adhered to:</p> <ul style="list-style-type: none"> A provincial liquor licence must be obtained prior to any event and displayed on the premises; Check all tables and chairs within the facility and remove any unsafe or defective items; Ensure that all entrances are free of any obstructions; If the event is held in the winter, arrange for all entrances and sidewalks be cleared and salted and post signs indoors "Floor Slippery When Wet". Ensure that all water areas are kept as dry as possible by mopping up any wet area; If the bar is to be maintained by Kin, it is recommended that all servers have taken and passed the SmartServe program - previously known as the Server Intervention Program (S.I.P.) - or a similar provincially qualified program; If the bar is to be maintained by someone other than individuals in Kin, those individuals should be qualified as above; Should any patron appear to be younger than the legal drinking age for the relevant province, acceptable photo identification or Age of Majority card <i>must</i> be requested; Contact local taxi companies to ensure they are available for patrons' use and post the telephone numbers of these companies in appropriate areas (e.g. washrooms / telephone areas); Contact local Car Jockey, Operation Red Nose or similar types of companies or programs that allow for patrons to leave safely by having someone else drive their vehicle and post the telephone numbers of these companies in appropriate areas (e.g. washrooms / telephone areas); Make public announcements that the above services are available at frequent intervals during the event; Should any patron appear intoxicated, advise the bar staff and quietly advise the patron that he/she will no longer be served alcohol; Should any patron become abusive, contact the local law enforcement agency - do not attempt to interfere in any potentially violent situation; Should any liquid spill on the floor, mop up the liquid immediately to prevent anyone from slipping or falling; Should any food fall on the floor, clean up the area immediately to prevent anyone from slipping or falling; Should anyone be acting in an unsafe manner, whether intoxicated or not, advise the individual to refrain or otherwise leave the premises; Should the event be held in an outdoor area, appropriate fencing must be used to section off the area; Identify any damaged equipment and prepare an Incident Report.
Risk Financing Techniques (how can we finance the effects of any mishaps?):
<ul style="list-style-type: none"> Contact insurers <u>at least four weeks prior to the event</u> to advise that the event is taking place; If deemed necessary, purchase an additional liability insurance rider locally.

CLUB PROJECT REPORT

TO BE USED FOR ONGOING REPORTS TO THE CLUB EXECUTIVE AND FINAL REPORT TO GENERAL MEMBERSHIP

EVENT _____ CHAIR _____

COMMITTEE MEMBERS:

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

MEETINGS HELD/PROJECT COMPLETED: _____

RESULTS: _____

RECOMMENDATIONS: _____

MOTIONS/NOTICE OF MOTION: _____

1) TOTAL NET AMOUNT RAISED FOR SERVICE FROM THIS PROJECT \$ _____

2) TOTAL NUMBER OF MANHOURS BY MEMBERS ON THIS PROJECT _____ HOURS

3) VALUE OF NON LABOUR ITEMS CONTRIBUTED BY CLUB ON THIS PROJECT eg. MATERIALS, ETC.)

\$ _____

The President relies on this information to fill out year end reports.

ENSURE it is completed and submitted.

"MAKING DREAMS COME TRUE"

www.district1kin.ca

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Secretary (Recording):

The secretary is often referred to as the president's right hand person because an effective secretary can make the president's job much easier. Many clubs divide their secretarial position into two, that of Corresponding and Recording Secretary.

Duties and Responsibilities

- Record minutes of all regular, executive and committee meetings
- Have all minutes published in the club bulletin or circulated to each member at each meeting
- Inform President/Chair of all requests and correspondence
- Reply to all correspondence as instructed by the members in a timely manner
- File copies of all completed project reports, membership proposals and approved financial requests for future reference

Helpful Hints

- Minutes should be typed where possible
- Correspondence (Snail Mail or e-mail) should be checked on a regular basis (Minimum once a week)
- Keep copies of incorporation papers and send a copy to the Deputy Governor
- Keep copies of National, District, Zone and Club By-Laws

Minutes

The most important duty of the secretary is to produce minutes that accurately report the proceedings of club meetings. Because these minutes serve as the official and legal record of your club, they must be carefully recorded and written.

Minutes should be an accurate record of what was accomplished at your club meeting, not what was said by your members. This document is not a composition or summary, but rather a skeleton report based on the motions passed by the club. Comments on something other than the motions should be brief, clear, and businesslike. Also, the secretary should be sure the club's minutes never reflect his or her own opinion, only the facts.

The opening paragraph should contain the following:

- kind of meeting (general, executive, special)
- name of your club
- date and time of the meeting
- place, if not always the same
- fact that the president and secretary were present or the names of the persons who substituted for them
- whether the minutes of the previous meeting were read or published and approved, either as read or as corrected, and the date of that meeting, if it was other than a regular business meeting.

The main body of your club's minutes should contain a separate paragraph for each topic discussed and should include:

- the exact wording in which each motion was adopted or defeated, including any amendments (In the appendix you will find a motion blank you should have available to the members at the meetings so they may record the motions they present. This will ensure an accurate recording of motions.);
- all notices of motion to be introduced at your next meeting;
- all points of order or questions of privilege brought forth together with the ruling of the president and the reasons for his or her ruling.

The final paragraph should state the time of adjournment and your next meeting date. As club secretary, you should sign the minutes and have the president sign them also.

Some tips for producing effective club minutes:

- Simplify the recording process by developing and using a form that follows your meeting agenda. Record a few concise lines about each item of discussion.
- Prepare the draft version as soon as possible after the meeting, while the information is still fresh in your mind and easy to clarify.
- Review your draft minutes with the president after each meeting for clarification.
- Keep your minutes as brief as possible.
- Make them readable and professional-looking by typing them or doing them on a computer.
- Do your minutes in chronological order.
- Be specific about deadlines, dates, times, and events involved for future clarification.

NOTE:

It is primarily the responsibility of the President to compile the agenda for the meetings. He/she should have an electronic copy of the agenda blanks which he/she will fill in to the best of his/her ability and forward to you in plenty of time to prepare for the meeting. This will alleviate the need to record EVERYTHING at the meeting as the meat will already be in place. As well, the corresponding secretary should visit the mailbox at the first of the week prior to the meeting and supply the president and the recording secretary with at best, an electronic list of the mail to be dealt with at the meeting.

Secretary (Corresponding):

Duties and Responsibilities:

Here are some pointers for writing responses to and filing correspondence:

- read all correspondence to determine if it should be read at the club or executive meeting or directed to a project chair
- write letters
- Keep a supply of club stationery on hand for this purpose.
- Whenever possible, generate correspondence on a computer or typewriter. Handwritten items should be neat and legible and in black ink.
- Respond by email, fax, or phone when speed is essential.
- Answer all club correspondence promptly and professionally. Make sure your responses are diplomatic and to-the-point.
- Make sure the president's full name and mailing address is listed on all correspondence.

- Determine what signature(s) should be included on official letters. If authorized, you may include your own title and signature.
- Reply to all funding requests from the community, whether the answer is yes or no. If the funding is denied, explain why and express the regrets of the club.
- Capitalize on the contacts your members have in the community by asking them to respond to correspondence from their acquaintances. The president must approve this.
- File a copy of the response letter with the original piece of correspondence.

Treasurer:

Each of us acts as a trustee of the club when we work fundraising projects or handle money or property for the club. As we act in this capacity, we must be careful not to violate the trust placed in us by our fellow members, individually, and the club as a whole.

The club executive is responsible to ensure the trust placed in the members is done so with a sense that calls each member to be accountable for his or her actions. The club will have in place a set of checks and balances that encourages honesty and will not allow any one person to take advantage of the club's assets for his or her individual needs.

The club treasurer is responsible to the executive and together they are responsible to the members of the club with respect to all revenue and expenditures. Therefore, the treasurer must:

- Co-operate with the president and budget committee in setting the annual budget for the club. See sample budget in appendix.
- Set up separate accounts for general service and lottery/gaming funds, if not already in existence.
- Together with the president, make necessary arrangements with the bank for signing officers of the club accounts. There must be at least two signing officers for all club accounts, one of whom must be the treasurer.
- Record all receipts and disbursements of general and service funds.
- Present all approved accounts to the executive for final approval.
- Pay all bills promptly by cheque.
- Collect membership fees in a timely fashion.
- Prepare regular financial statements.
- Be fully conversant with national, district, zone and club by-laws with respect to finance.

The club treasurer is charged with the responsibility of properly accounting for the receipt and disbursement of all club funds. This means the treasurer must:

- Obtain and keep on file evidence in support of all receipts and disbursements.
- Properly record and balance the club's accounting records.
- Prepare financial statements from the club's accounting records.
- Obtain an accounting of all receipts and disbursements from each project.
- Submit accounting records and financial statements to an independent reviewer for his or her examination.
- Assist in the preparation of a budget for the current year and submit it to the club for approval.

- Remit membership fees and other approved payments and levies to national, district, and zone.
- Arrange for the filing of a reviewed year-end financial statement with the district treasurer on or before Oct. 31.

A club may have one or more service accounts depending on its activities in the field of community service work. Separate records of each project should be maintained to record the revenue and expenditures of each project. A portion of the net profit, not to exceed 15%, may be included as general account revenue for some service projects. Projects must be in compliance with the provincial and federal regulations at all times. Should you ever be unsure as to how the funds should be handled, contact your provincial government or your local federal government office.

In the general account, all revenues and expenditures relative to the operation of the club are recorded.

All expenditures should be made by cheque and authorized by the club executive after being approved in the adopted budget or at a general business meeting. The executive may approve expenditures up to \$300 pre-approved. Expenditure requests should include a receipt as well as a cheque requisition form to ensure accurate recording and back-up material. No disbursements should be made in cash.

All receipts should be deposited immediately in the bank. For your records, a duplicate deposit book should be kept.

The treasurer should keep a record of all membership fees payable to the club and notify the individual members as well as the executive of any uncollected membership fees. He or she should prepare and present interim financial reports to all regular executive meetings, report all overdue accounts to the executive, and prepare the final financial statement covering the year to be audited for presentation at the end of the club year. All club projects, when completed, should have a written financial statement for club records.

The executive will arrange for the appointment of an independent reviewer to review the books and general and service accounts. It is recommended that a reviewer outside the club be appointed and, although it is not necessary for the individual to hold a professional designation, some accounting experience is necessary. (we traditionally use a qualified Kinette who has had no influence on forming the budget, or assessing payments throughout the year)

Following is some general information for the club treasurer with regard to receipts and disbursements:

- Prepare a duplicate receipt each time you receive funds. Issue the original to the person from whom you are receiving the funds, and attach the second copy to the deposit slip to which it relates. This copy supports the entry to be made in the club books. Separate receipt books should be kept for general and trust funds.
- Keep a copy of all deposit slips. This is your evidence in support of the entry to be made in the club books.

- The second copy of the receipts should show enough detail to determine the source of the money.
 - Include details of disbursements: the cheque, the cheque stub, and the cheque requisition form. The entry in the club books is made from the information on the requisition form.
- Meet with your review and club president before the beginning of the year to ensure continuity in the club's accounting policies. Should your accounting experience be limited, your reviewer or past treasurer can assist you in setting up an accounting program for the year.

Kin Club of Somewhere

GENERAL MEETING DATE: _____

GENERAL ACCOUNT	\$ _____
SERVICE ACCOUNT	\$ _____
INVESTMENT ACCOUNT	\$ _____

BILLS TO BE PAID

PAYABLE TO	DESCRIPTION	AMOUNT	FROM G/S/I
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FUNDS RECEIVED

DESCRIPTION	AMOUNT	TO G/S/I
Meals	_____	_____
Dues	_____	_____
S-A-A (Fines)	_____	_____
Raffle	_____	_____
50/50	_____	_____
_____	_____	_____
_____	_____	_____

Kin Club of Somewhere

EXECUTIVE MEETING DATE: _____

GENERAL ACCOUNT	\$ _____
SERVICE ACCOUNT	\$ _____
INVESTMENT ACCOUNT	\$ _____

BILLS TO BE PAID

PAYABLE TO	DESCRIPTION	AMOUNT	FROM G/S/I
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FUNDS RECEIVED

DESCRIPTION	AMOUNT	TO G/S/I
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Registrar:

The registrar usually is responsible for membership attendance records, make-up meetings and attendance awards. In some clubs, the registrar assists the treasurer with the collection of dues and the collection of meal money.

What is a Registrar?

The Registrar fulfills a vital role on any club executive by maintaining accurate club records of member attendance during the Kin year.

Duties and Responsibilities

- Report to the members at each meeting the membership in attendance
- Report to the executive at the executive any members who have not met the clubs attendance requirements
- Update membership list and forward to bulletin editor

Helpful Hints

- When calculating club attendance remember that Life, Honourary and Members on leave are not counted, but active Life Members are
- Remember that a member on leave cannot receive 100% attendance for the year but a new member joining prior to January can

Other Responsibilities may include:

- Ensuring all club regalia is out for meetings and returned afterwards
- Looking after meal money and ordering meals
- Organizing a phone committee or buddy system to get accurate counts for meals
- Arriving at meetings early to greet guests etc...

Bulletin Editor:

The position of bulletin editor is an executive position in some clubs and a committee chair in others. In some cases, an elected director is assigned the position of bulletin editor. Whatever the official status of bulletin editor is in your club, the position is one of the most important positions in any club. The timely communication of information, schedules, members' views and social and personal backgrounds to the members can help to improve all aspects of your club. The old axiom, the better the bulletin, the better the operation of the club, is true. Encourage and assist any member who truly wants to do the job properly.

Notes on Producing a Club Bulletin

With the possible exception of the president, the position of bulletin editor is the one that demands the most time, but it is also the one with the most satisfaction and rewards. The bulletin editor plays a crucial role in the health of the club. Communication to the club members is extremely important and you hold the key. It is your job to keep the members motivated and informed of club, zone, district, national and international events.

Quite often, the bulletin editor is a junior member of the club. The national bulletin award rules have been developed to help guide such a person to produce a quality product. We all have opinions on what makes a great bulletin, but experience has shown that we need some guidance to ensure that all aspects of Kin are covered on a regular basis.

The bulletin editor must convince the president that it is crucial he or she receives a photocopy of all important communication. Get copies of what you feel is important to share with your members. Your bulletin is truly a barometer of the health of your club.

The following is a checklist similar to the one used by bulletin award judges. Why not have another member "score" your bulletins just prior to press time? This may point out any possible weak areas. When developing your bulletin, here are a few ideas that you may find useful:

Number of Issues: To qualify for the national bulletin award, a club must submit three identical sets of five issues.

Front Page: Your front cover or page must contain the club name, your zone, your district, the issue number, date, time and place of your next meeting, and the name, address and phone number of both the president and bulletin editor (an indication of the two most important people in the club). Some editors forget either the address or the phone numbers.

Order of Layout: You should lay out your material in the same order for every issue. This is standard practice for all magazines. A further recommendation would be to use the order in the bulletin award checklist. Most editors also include a table of contents.

Titles: Each general area of the bulletin should have a title (eg. Minutes of General Meeting). The title should be done in a different type style than the remainder of the article. From a judging point of view, many articles can often fall into "gray areas." What you may think is an article on the activities of club members may be seen by the judges as an article on social events.

Coming Events: Always include a calendar for this item, and include as much as possible. Some editors put the members' birthdays and anniversaries here, while others enter them in

the "Activities of Club Members". Club meetings should be entered, but, to qualify for award points, you must include other items.

Activities of Club Members: If there are no birthdays or anniversaries then state this fact. You should include small write-ups about members who are sick, in hospital, moving, having relatives visit, job promotions, and chance meetings on the street, etc. It is a good idea to include at least one biography of a club member per issue.

Report of Social Events: It is mandatory to report on at least one social event per issue, be it a party after a service project, a family event, or a general mixer like your annual Christmas party. If you did not attend, call someone and get some information on the party. If your club does not have any social events that month, then you should host a few parties. Remember, name names.

Minutes of Last General Meeting: While it is nice to have your executive minutes, you must have your general minutes.

Write-ups on Service Projects or Fundraising Projects: If none have come forward, call the chairs and get verbal reports. If you receive any correspondence, this is an ideal location to place letters, etc.

Editorials: Be ingenious; carry paper with you to your meetings. When you sit with someone, demand an editorial, even if you have to write down what they say. Carry a tape recorder if necessary. Encourage others to voice their opinions, and have them write it down while the "iron is hot".

Zone, District and National News: The most important, zone news, has the most points, and the others are on a sliding scale. To obtain maximum points for each issue you must cover all three. It is recommended to include all areas in each issue. Write to zone, district and national officers and request their biographies, condense zone, district or national programs, etc.

Layout and Quality of Production: Laser-jet printers, desktop publishing and large budgets allow some bulletin editors to produce professional looking magazines. Don't worry, just do the best you can. Your members know what you have to work with and they will appreciate your efforts on their behalf. For the award, you are judged on how you work with what you have.

Readers' Interest, Humour and Quality of Content: If you have a bulletin that is enjoyed by the club members, what more can you ask for? Small hint, your bulletin is read by a variety of people with wide ranges of moral acceptance and what may be funny to one, may be insulting or degrading to another member. It is best to keep your humour clean and tasteful. Besides you never know the moral standards of the judges. A hint is to take jokes from the newspaper that reflect people in your club, then edit the punch line and use names of club members to make it more personal.

Kin Education: Your Constitution and By-laws is a textbook designed for Kin education. Use parts at will, especially rules of order. The articles should reflect what is happening in the club. For example, just before the speaker's competition, include hints on how to prepare and give a speech, as well as the rules for the competition. Just before election time, explain how an election works etc. The national constitution and by-laws are available at no cost on line at www.kinclubs.ca.

Other articles may include excerpts from zone and district house rules, a list or biography of past deputy governors, governors or national presidents, a list of past club, zone and district award winners, perhaps a map detailing zone or district boundaries. etc. This is a very important part of a bulletin, and thought should go into it. Used wisely, you can educate your existing and more importantly, your new club members.

A word of caution: many bulletin editors get discouraged at the lack of editorials, reports and articles they receive. Don't worry, you're not alone. Ninety-nine percent of all bulletin editors experience this same frustration. Keep up the persistence! Your efforts will change the tides for future editors.

Director of Membership:

The position of membership director carries with it the future health of the club and its ability to serve the community's greatest need. It is your responsibility to ensure membership recruitment and retention is a priority in your club. There are tools and people to assist you in planning a recruitment and retention program. Your zone membership director or deputy governor can help with suggestions as can your District Membership Director.

A Membership Recruitment Workshop should be held early in the Kin year so your club's tailor-made plan is set in place and can be carried out throughout the year. Once the plan is set, it is your responsibility to oversee the plan and report the results of the plan to the club members on a regular basis. Your monthly club report should include both change in membership and your proposed response to these changes.

After you have filed your Membership Status Reporting Form, keeping a copy for your files, you should ensure each new member receives a New Member's Kit and is installed as soon as possible. Make a point of reviewing the contents of the New Member's Kit with each new member. This makes the contents more engaging for the new member and also gives you the opportunity to develop a relationship with that person.

Your job does not end once the new member is installed. Plan to conduct a New Members' School in your club at least once a year to educate new members coming into your club (in the Kin Club of Somewhere, this duty is the responsibility of the Past President). This can be done jointly with your counterpart Kinsmen or Kinette club and can range from a formal businesslike workshop to an informal workshop with a wine and cheese reception or even a dance. Whatever the format, the main emphasis should be, of course, to make your newest members feel welcome.

Understanding the needs of your members is the first step in keeping them happy and involved. The Membership Retention Workshop addresses the challenge of integrating both personal goals and club goals. Plan to have your zone membership director or zone officer at your club sometime during the year to facilitate the Membership Retention Workshop. If the club is meeting the personal goals of its members, the club will grow. Remember, retain means gain.

Membership growth is the lifeblood of the Association. If your club is larger by one member at the end of your year as membership director, then you deserve special congratulations. Only by involving more Canadians can we ensure that our motto, "Serving the Community's Greatest Need," and our mission "*Grow. Learn. Make friends. Have fun.*" continues to be enacted for many years to come.

More Information:

This position represents the future health of your club and the Association
You can accomplish this by making recruitment and retention top priorities in your clubs

How to accomplish this?

- Set attainable goals for membership increase
- Keep in close contact with current club members to ensure conflicts are addressed in a timely manner

Membership Goals

- Devise a membership plan with the help of Club Members, Zone and District Membership Directors
- Communicate this plan to the club in September
- Set Membership Events well in advance
- Help deliver membership seminars in collaboration with Zone Membership Director
- Maintain regular communication with the Zone Membership Director
- Encourage active club participation in bringing in new members
- Ensure a report on Kin Education, membership plans and introduction of guests is included at all meetings
- Establish a follow up procedure for guests attending meetings i.e. phone call and letter
- Pick up before meeting and take home after
- No charge for meal or drinks
- Keep records of guests and sponsors

Membership Retention

- We do not seem to have a problem attracting new members our problem is keeping the ones we already have

How can we stop this trend?

Three step process

- 1—Identify the needs of the members
- 2—Reach a club consensus of these needs
- 3—Set an action plan to meet those needs

Step 1 Identify Needs of the members

- Brainstorm
- All ideas shall be recorded
- No need or idea is too trivial
- No evaluation of the idea during brainstorming
- Do not make comments personal

Step 2 Reach Consensus

- A consensus must be reached of the specific needs identified for the remainder of the Kin year
- Method of reaching a consensus
- Might be obvious (ask club if the analysis is correct)
- Straw vote – can vote for as many needs as they see fit
- Prioritize – can vote for only one or two needs

Step 3 Develop Action Plan

In order that we can develop an action plan to meet these needs we will use the following format:

R-E-T-A-I-N

R – Record the real needs that have been identified

E – Evaluate the roadblocks currently preventing these needs from being met

T – Determine a timeframe for completion

A – Action to be determined for overcome of roadblocks

I – Individual to be assigned responsibility

N – NOW!!! We must proactive in our approach

Membership growth is the lifeblood of the Association. If your club is larger by one member at the end of your year as membership director, then you deserve special congratulations

Only by involving more Canadians can we ensure that “Serving the Community’s Greatest Need” will continue for years to come.

PROSPECTIVE MEMBER INFORMATION SHEET

WE WANT TO GET TO KNOW YOU!!!! Please take a minute to fill in this form so that we know a little bit more about you and how to reach you. Please feel free to omit any information you consider too personal or too intrusive. We aren't trying to invade your privacy, we just want to get you know you a little more!!!

DATE OF VISIT TO OUR CLUB: _____

YOUR NAME: _____
First Middle Last

THE NAME YOU PREFER TO BE CALLED: _____

HOME ADDRESS: _____

EMPLOYER: _____

WORK ADDRESS: _____

TITLE: _____

I CAN BE REACHED VIA:

MAIL AT MY HOME _____ MAIL AT MY WORK _____

TELEPHONE: HOME _____ BUSINESS _____

EMAIL: _____ FAX: _____

FAMILY INFORMATION:

Partner's Name: _____

Partner's Occupation: _____

Children's Name(s) & Age(s) _____

Any other information you may wish to share:



THE ASSOCIATION OF KIN CLUBS
PROPOSAL FOR MEMBERSHIP

I hereby propose the following candidate for membership in the Kinsmen/Kinette/Kin Club of

.....
and conscientiously believe the following information to be true

Name in Full

Nickname

Residence Address:

Street

City Province Postal Code

Home Phone () Fax ()

Email

Business Address

Occupation Date of Birth Age

Does Candidate work or live in this Community How long have you known the Candidate

Name of spouse Nickname

Initiation Fee \$..... Membership Dues \$..... (per year)

NOTE: Please circle the appropriate option

Proposer

Seconder

"I hereby request membership in the
Kinsmen/Kinette/Kin of

.....
Upon acceptance, I agree to be subject to its
constitution, by-laws and official policies, and agree
to pay the sum of \$..... as initiation fee and to
pay the regular dues of the club, zone, district and
national association, as billed by the club"

.....
Signature of Applicant

.....
Date

Report by Executive

1. Approved for publications in the Club
bulletin/minutes theday of
..... 20.....
2. No objection having been made the candidate
is elected by a two-thirds vote of the entire
Executive thisday of 20 ...

Publication of Club Bulletin/Minutes

Notice of Proposal published in the Issue
on theday of20.....
Notice of election published in theissue on the
.....day of20.....

This is the form that will be filled out as the formal proposal for membership for the club.

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AWARDS PROGRAM

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Awards Program

Mission Statement

"To promote a program which stimulates and encourages personal development and leadership while recognizing integrity and achievement within the Association."

Award Amending Process

Any member of the association can suggest amendments to any of the awards offered by the Association. The amendments must be in writing and mailed to the Executive Director at National Headquarters and the contents of the proposed changes should:

- ❖ clearly reference the award by name and listing in the awards booklet
- ❖ highlight succinctly the proposed amendments
- ❖ outline a rationale for the proposed amendments
- ❖ include any relevant backup information

A committee of the Board of Directors oversees the awards program and the suggestions for change. Any changes would take effect on July 1 of the same year. The deadline for receipt of suggested changes is February 28th of each year.

Awards Appeals Process

Within 75 days of the rejection of an award, a member has the right to appeal the decision. By sending a letter to the Executive Director describing why the decision should be overturned, the award will be examined by the National Executive Committee. All decisions of that committee are final.

Eligibility Statements

Individual Eligibility:

- a) Entrants must be members (other than Honorary) in good standing with their respective clubs and on record at National Headquarters as of the date of submission of the award. The award portfolio must be submitted no later than 12 months from the final date of eligibility as per the record at National Headquarters.

Club Eligibility:

- a) For awards where national entrants are chosen by district competition, a club must be in good standing with Kinsmen and Kinette Clubs of Canada (the Association) as of the date of district selection and the date of national judging for said award.
- b) For awards where national entrants are not chosen by district competition, a club must be in good standing with the Association as of June 30th of the Kin year in which the award is presented.

Awards information is available in many areas including the District One House Rules (also in this binder), the National Website for National awards, and your Zone House Rules for Zone Awards. We encourage you to find copies of the National and Zone awards and place them in this binder for future reference.

Summary of Award Submission Timelines

KINETTE AWARDS

Due in for presentation at Spring Convention:

Kinette Bulletin Awards - District

Zone winners are to be forwarded to District for marking within 10 days of completion of the Zone Conference.

Kinette Bulletin Awards – National

District winner will forward 4 copies of each of the five winning submissions within one week of District Convention, to National for competition

The Myrtle Wilson Memorial Service Award

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Kinette Quill Award

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Public Relations Award

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Ferne Carter Memorial Speak Off Award

Competitor must win at Zone Conference, Presented at District Convention

District One Outstanding Kinette Deputy Governor

Judged by the District Executive and presented at District Convention

Due in for presentation at Fall Leadership Conference:

The Rookie Kinette Award

Deadline: June 30th and presented at Fall Leadership Conference.

Kinette Of The Year Award

Deadline: June 30th for the year July1-June 30 and presented at Fall Leadership Conference

KINSMEN AWARDS

Due in for presentation at Spring Convention:

John Brooker Senior & Junior Bulletin Trophies

Deadline: Ten (10) days after the completion of Zone Conference and presented at District Convention

Kinsmen Bulletin Awards – National

District winner will forward 4 copies of each of the five winning submissions within one week of District Convention, to National for competition

George & Mildred Sinclair Service Shield

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Phil And Vicki Scalisi Members Trophy

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Max Westlake Public Relations Award

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Bill Esson Memorial Kin Quill Award

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Gord Harbinson Public Speaking Award

Competitor must win at Zone Conference, Presented at District Convention

District One Outstanding Kinsmen Deputy Governor

Judged by the District Executive and presented at District Convention

Due in for presentation at Fall Leadership Conference:

Kinsman Of The Year

Deadline: June 30th and presented at Fall Leadership Conference

Perc Dawson Golf Tournament Trophy

Presented at Fall Leadership Conference

District One Rookie Of The Year

Deadline: June 30th and presented at Fall Leadership Conference

Jay Dunn Memorial Shield

Deadline: June 30th and presented at Fall Leadership Conference

Jay Dunn Improvement Award

Deadline: June 30th and presented at Fall Leadership Conference

John Hughes Peckitt Memorial Trophy

Deadline: July 31 for the year July 1-June 30 and presented at Fall Leadership Conference

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JOINT AWARDS

Due in for presentation at Spring Convention:

Jim Sterling Memorial Costume Award

Presented at District Convention

Kevin Denbok Memorial Cystic Fibrosis

Deadline: April 15th for the year April 1-March 31 and presented at District Convention

Dave Russell Memorial Individual Service Award

To be presented to the individual with the most hours recorded between Spring Convention of this year and April first of the following year.

District Website Award

Due April 15th, to be presented at Spring Convention

Due in for presentation at Fall Leadership Conference:

District Photography Award

Due June 30th to be presented at FLC

Challenge for a Cure Banner for Zone Achievement

Deadline: June 30th and presented at Fall Leadership Conference

Sixty Five Roses Banner

To be presented annually at Fall Leadership Conference.

WHERE TO FIND THE RULES

All District Award Criteria can be found further in this President's Planner / House Rules Binder, 2008-09 included in the District One House Rules.

As well, it will be located on the District One Website www.district1kin.ca

Request an emailed copy from either:

Bill Harris at bill.yagam@hotmail.com

Or

Monika McKean at mmckean@rogers.com

National Awards Criteria is available from the Kin website www.kincanada.ca and as well thru the www.district1kin.ca website

Please see your Deputy Governor for **Zone Awards Criteria**. They are different from Zone to Zone. We have encouraged them to upload the information to their web page section of www.district1kin.ca

CRITICAL PATH FOR DEPUTY GOVERNOR & CLUB PRESIDENT



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Leadership

KEY ATTRIBUTES OF LEADERS

- 1) Raise Awareness
- 2) Show Direction
- 3) Create Results
- 4) Demonstrate to others how to reach a goal
- 5) Achieve progress that benefits others, not just themselves

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

- 1) *Be Proactive* – focus on things that you can control, anticipate problems & issues, positive energy and language
- 2) *Begin with the End in Mind* – know where you want to go; what do you want people to say about you when you are gone?
- 3) *Put First Things First* – make time for activities like planning, relationship building, and recognizing new opportunities; not just reacting to outside demands and stimuli.
- 4) *Think “Win/Win”* – win/win agreements include the desired results, guidelines, resources, accountability and consequences. Four steps – see the problem from the other point of view, identify the key issues and concerns, determine what results constitute an acceptable solution, and identify possible new options.
- 5) *Seek first to understand, and then to be understood* – listen empathetically, diagnose first and then prescribe.
- 6) *Synergize* – facilitate success, allow people to create their own solution and success.
- 7) *Sharpen the Saw* – balanced self-renewal – take time to renew and develop your own skills. Your own health, well-being and relationships are vitally important.

All who have accomplished great things have had a great aim; have fixed their gaze on a goal which was high, one which sometimes seemed impossible.

-Orison Swett Marden

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TEN SKILLS TO BECOMING A GOOD LEADER

1. **Time Management** – Time is your most important resource. People get things done because they have learned to effectively manage their time.
2. **Speaking** – You do not need to be a great orator or poet laureate. Just know your subject and present it in an organized fashion.
3. **Listening** – Stop talking. Look at the speaker. Don't Interrupt. Don't change the subject. Keep your emotions in check and be responsive.
4. **Writing** – Written communication is important to follow-up on oral communication and to reinforce and document discussion.
5. **Goal Setting** – Planning and organizing is the key to success. A goal establishes what you want to achieve and defines the standard of measurement.
6. **Decision Making** – Always determine the problems. Get the facts and opinions. Develop alternative solutions. Select the best alternative and always give feed back.
7. **Delegating** – Delegating is the act of passing the responsibility of a task from one person to another under mutually defined terms. Delegating is asking not telling.
8. **Recognition** – Volunteers; indeed everyone wants to be needed, wants to be doing something important and wants to be recognized. Sincere Thank-you's and praise are very important.
9. **Evaluation / Feedback** – the purpose of evaluation / feedback is to help another person become a more effective leader or to improve their skills and performance.
10. **Coaching** – Coaching is the process of instructing, directing, guiding or prompting individuals toward a desired outcome.

For more information on these skills, check the Skills Handbook that is part of your Club President's Manual.

JUNE 2008

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1		2		3		4		5		6		7	
8		9		10		11		12		13		14	
15		16		17		18		19		20	District Preterm Meeting	21	and
22	Club Leader- Ship Seminar	23		24		25		26		27		28	
29		30	District Dues Due										

Deputy Governor Critical Path

April/May

- ⌚ Attend District Leadership Seminar
- ⌚ Meet with current zone leader to determine existing programs, problem areas, etc.
- ⌚ Prepare profile of yourself for distribution
- ⌚ Prepare pre-term report for district

May/June

- ⌚ Attend District pre-term meeting
- ⌚ Evaluate clubs and plan fall programs
- ⌚ List year's activities for your own club and zone. Fill in time slots and plan your travel
- ⌚ Organize club executive seminar to take place between May 15th and September 15
- ⌚ Review delegate voting procedures, as you will likely be asked to assist at the credentials desk at district convention if you are attending
- ⌚ Ensure clubs have submitted information and membership confirmation to National Headquarters
- ⌚ Conduct club executive installations as needed
- ⌚ Prepare Zone Budget to remit to District Treasurer

Club Presidents Critical Path

May/June

- ⌚ Encourage clubs to attend President's Preterm Meeting aka Club Leadership Seminar
- ⌚ Attend District Convention
- ⌚ Prepare a contact list of new club president and executive and forward to Deputy Governor and District
- ⌚ Remit district dues by June 30th
- ⌚ Ensure you have submitted information and membership confirmation to National Headquarters, through your green form submission

JULY 2008

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
				1		2		3		4		5	
6		7		8		9		10		11		12	
13		14		15		16		17		18		19	
20		21		22		23		24		25		26	
27		28		29		30		31					

Deputy Governor Critical Path	Club Presidents Critical Path
July/August <ul style="list-style-type: none"> Send letter to newly-elected Club Presidents, introducing yourself and congratulating them on their election Promote National Convention Promote interclubs. Setup a travel incentive Review Constitution & By-Laws Prepare files and get yourself organized Complete club executive installations by start of new Kin year 	July <ul style="list-style-type: none"> Attend Club Executive Seminar along with at least your secretary, treasurer and bulletin editor Committees' and directors' portfolios planned Membership assessed, who is leaving, or transferring Think about treating membership growth as a service project. Your zone officer or district membership director will help develop a recruitment plan for your club Select your chair persons for the upcoming year Executive turnover meeting held Major project chairs selected Give terms of reference to all committees Appoint signing officers Review by-laws re: revenue and finance Choose dates for all meetings and functions Review and understand membership dues billing

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AUGUST 2008

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
										1	District	2	One
3	Kin Kamp	4	Civic Holiday	5		6		7		8		9	
10		11		12		13	National Convention	14	National Convention	15	National Convention	16	National Convention
17	National Convention	18		19		20		21		22		23	
24 / 31		25		26		27		28		29		30	

Deputy Governor Critical Path	Club Presidents Critical Path
August/September <ul style="list-style-type: none"> Try to attend National Convention Review requirement for Outstanding Deputy Governor Award Prepare first newsletter Schedule membership workshops (recruitment or retention) in all clubs Promote Outstanding Master Club award each month 	August <ul style="list-style-type: none"> Arrange date for Membership Workshop with your zone officer Plan a "super" first meeting to motivate and enthuse your club for the year Executive has organized its portfolios and plans for next year Order club supplies now from Kin Sales File annual return with province to maintain good corporate status Draft budget prepared. Must be adopted by club by at least the first meeting in October Agenda for general and executive meetings started Complied with district and national requests Is your year planned?

SEPTEMBER 2008

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
		1	LABOUR DAY	2		3		4		5		6	
7		8		9		10		11		12		13	
14		15		16		17		18		19		20	
21		22		23		24		25		26	District Council Meeting	27	District Council Meeting
28	District Council Meeting	29		30		Update club rosters with HQ by the 26 th							

Deputy Governor Critical Path	Club Presidents Critical Path
September/October <ul style="list-style-type: none"> ☛ Become acquainted with National programs ☛ Conduct remaining installations ☛ Write report for Fall Leadership Conference (FLC) ☛ Contact Club Presidents and stress the importance of their attendance at Fall Leadership Conference (FLC) ☛ Present membership workshop in all clubs ☛ Prepare second newsletter 	September <ul style="list-style-type: none"> ☛ 1st meeting: conduct review of member needs and incorporate into club goals and objectives ☛ Schedule initiation night, nomination night, election night ☛ Send membership status report forms for all new members, withdrawals and transfers to National Headquarters by Sept. 15th ☛ Set annual meeting date ☛ Club must appoint auditor ☛ Contact your local CF chapter about booking speakers for your meetings this year ☛ Audited statement for last fiscal year to zone and district officers by October 31st ☛ Present budgets for year

OCTOBER 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	Thanksgiving	14	15	16	17
19	20	21	22	23	24	25
26	27	28	29	30	31	Club financial statements and passed budget due to DG and District Treasurer

Deputy Governor Critical Path	Club Presidents Critical Path
October/November <ul style="list-style-type: none"> Attend Fall Leadership Conference Ensure clubs have paid membership dues Prepare speech for club visitations Start first round of visitations Promote club membership expansion through potential charters and recruitment Follow-up with Club President's regarding Insurance Questionnaire Work on second newsletter to clubs 	October <ul style="list-style-type: none"> Ensure Membership Recruitment and/or Retention Workshop is conducted by zone officer. When completed ensure that membership director reports on the membership plan at each meeting Submit membership status report forms (MSRFs) regularly to NHQ Plan inter-club visits Have dues been paid? Has your insurance form been filled out and sent to Headquarters? Remit audited statement for last fiscal year to zone and district officers by October 31st

NOVEMBER 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 FLC	8 FLC
9 FLC	10	11	12	13	14	15
16	17	18	19	20	21	22
23 / 30	24	25	26	27	28	29

Deputy Governor Critical Path	Club Presidents Critical Path
November/December <ul style="list-style-type: none"> Consider sending a Christmas greeting to your Club Presidents Complete first round of visitations (before the bad weather and busy Christmas season hits) Promote Zone and District awards. Ensure clubs have all needed information. 	November <ul style="list-style-type: none"> Host new members' seminar Comply with all requests from national and district Check with registrar re: members' attendance Membership status report forms sent Complete and submit by November 15th Insurance Questionnaire First Installment of National Dues is due by November 15th Promote both personal and club awards

DECEMBER 2008

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
		1		2		3		4		5		6	
7		8		9		10		11		12		13	
14		15		16		17		18		19		20	
21		22		23		24		25	Merry Christmas	26	Boxing Day	27	
28		29		30		31							

Deputy Governor Critical Path	Club Presidents Critical Path
December/January <ul style="list-style-type: none"> Write mid-term report Get together with host club for spring zone to plan your meeting needs Prepare third newsletter Prepare and hold mid-term president's meeting How are you doing on the Outstanding Deputy Governor award?? 	December <ul style="list-style-type: none"> Ensure new members are becoming involved in awards program When is Zone Conference? Plan for it now. Does your club have a candidate for Zone, District or National? Anyone interested should be encouraged to seek information on these positions Resolutions start at Zone level. Consider any resolutions you have for the good of Kin and present them. Organize public speaking night for your club Check with treasurer re: membership dues payment status Inter-club visits Review membership recruitment plan at every meeting

JANUARY 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Mini Audit Deadline	31

Deputy Governor Critical Path	Club Presidents Critical Path
January/February <ul style="list-style-type: none"> ☞ Cultivate your successor ☞ Plan spring zone conference ☞ Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair ☞ Review voting procedures for your zone ☞ Call for resolutions (at either Zone and/or District level) ☞ Attend District Mid-Term meeting ☞ Order supplies for Zone Conference; i.e. awards, banner crests, plaques ☞ Ensure clubs have HREF information to forward to the schools 	January <ul style="list-style-type: none"> ☞ New members' seminar? ☞ Review club goals – Are members needs being met? ☞ Continue to review membership recruitment and retention plans at every meeting ☞ Don't forget Zone Mid-Term meetings. It is important to attend. ☞ All committees functioning ☞ Membership status report forms sent ☞ Mini audit of club books due to DG and District Treasurer by January 30th ☞ Ensure schools have HREF bursary applications

FEBRUARY 2009

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1	HREF Bursary App's due to Clubs	2		3		4		5		6	District Council Meeting	7	District Council Meeting
8	District Council Meeting	9		10		11		12		13		14	
15		16	Family Day	17		18		19		20	Founder's Day	21	
22		23		24		25		26		27		28	

Deputy Governor Critical Path	Club Presidents Critical Path
February/March <ul style="list-style-type: none"> ☛ Prepare fourth newsletter ☛ Prior to zone conference, forward a copy of your proposed agenda and budget for the zone meeting to district (see District House Rules for timelines) ☛ Prior to the zone conference, forward official call to the zone conference together with a copy of the agenda to each club in the zone per circulation rules ☛ Hold spring zone conference ☛ Prepare speech for visitations ☛ Conduct second round of visitations ☛ Follow-up on Kin Week proclamations ☛ Encourage Founder's Night celebrations ☛ Collect Zone Proxies for Zone Conference 	February <ul style="list-style-type: none"> ☛ Now is the time to appoint your nomination committee for club elections ☛ Submit membership status report forms ☛ Discuss nominations for district ☛ Halfway mark - Check on all activities, past and future. Are you on track? ☛ Bring-a-Buddy month ☛ Due before February 28th, 2nd installment of National Dues AND update your club roster with National Headquarters ☛ Review HREF bursary applications to forward to National ☛ Submit Zone Proxy for Zone conference

MARCH 2009

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1	HREF Bursary Sub's Due at HQ	2		3		4		5		6		7	
8		9		10		11		12		13		14	
15		16		17		18		19		20		21	
22		23		24		25		26		27		28	
29		30		31									

Deputy Governor Critical Path	Club Presidents Critical Path
March/April <ul style="list-style-type: none"> Stimulate clubs to apply for District and National Awards Meet with incoming zone officer to discuss current programs, problem areas, etc. Following zone conference, forward a copy of the minutes to district and to each club in the zone (see District House rules for timing) Promote Outstanding Master Club Awards Encourage expansion Consider running for Vice-Governor Encourage clubs to order installation and turnover supplies Forward all Zone Award winners to District for competition. Ensure Club Presidents are aware of what needs to be sent forward 	March <ul style="list-style-type: none"> Appoint delegates to national and district conventions and budget their expenses, if applicable Discuss resolutions for district and national conventions Potential district officers? – Nominate them Order material from Kin Sales for installation and turnover

APRIL 2009

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
						1		2		3		4	
5		6		7		8		9		10	Good Friday	11	
12	Easter Sunday	13	Easter Monday	14		15		16		17		18	
19		20		21		22		23		24		25	
26		27		28		29		30					

Deputy Governor Critical Path	Club Presidents Critical Path
April/May <ul style="list-style-type: none"> ☛ Check progress toward Outstanding Deputy Governor award ☛ Encourage candidates for District office ☛ Promote and encourage participation in Kin / CF Day 	April <ul style="list-style-type: none"> ☛ Prepare for club elections - must be held before May 15th ☛ Is your club having spring installation? If so, order Kin supplies and material NOW ☛ Check on expansion and new members' drive ☛ Are we in the running for any awards? ☛ Items to be brought up at the district convention ☛ Submit proxy forms for District Convention. Even if you have delegates (clubs members) attending, you can retrieve the proxy at credentials. ☛ Submit membership status report forms

MAY 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Kin CF Day
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Victoria Day	19	20	21	22	23
24	25	26	27	28	29	30

Deputy Governor Critical Path	Club Presidents Critical Path
May/June <ul style="list-style-type: none"> ☞ Solicit bulletins for district competition ☞ Write year-end report ☞ Prepare final newsletter ☞ Promote District Convention ☞ Attend District Convention ☞ Ask clubs to notify incoming zone leader when installations are to be held 	May <ul style="list-style-type: none"> ☞ Hold club elections before May 15th ☞ Plan Canada Day and Kin / CF Day celebrations ☞ Evaluate success of membership efforts ☞ Remind your executive to start organizing material and working on year-end report and recommendations for their incoming counterpart ☞ Set date for change-over meeting with new executive for latter part of June and no later than the first week of July ☞ Check registrar re: members' attendance ☞ Submit membership status report forms ☞ Arrange to attend district convention ☞ Encourage president-elect of value of attending district convention and presidents'-elect instructional seminar (Club Leadership Seminar – CLS) ☞ Complete details requested by district re: convention ☞ 3rd National Dues installment due by May 30th

JUNE 2009

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
		1		2		3		4		5		6	
7		8		9		10		11		12		13	
14		15		16		17		18		19		20	
21		22		23		24		25		26		27	
28		29		30									

Deputy Governor Critical Path	Club Presidents Critical Path
June/July <ul style="list-style-type: none"> Pass on zone materials to incoming zone leader and meet to discuss final details July/August <ul style="list-style-type: none"> Review National resolutions Attend National Convention if at all possible 	June <ul style="list-style-type: none"> Check preparations for Canada Day Prepare installation materials Wind up year with "A Year in Review". Find two achievements for each member and profile everyone. Remember, we want them back next fall Assist president-elect re: appointment of new committees Submit membership status report forms. Prepare annual report to club Complete delegate certification and/or proxy forms for National Convention Have new president plan and announce summer functions
<p><i>Take a deep breath, sit back and relax! Congratulations on a successful year.</i></p>	

"MAKING DREAMS COME TRUE"

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