



**Kin Canada**

---

Kinsmen • Kinettes • Kin

---

**District 1**

Deputy Governors

&

Club Presidents

Planner

2012-2013

Welcome to the Kin-Do Crew!

We hope that the information in this planner will help you build a successful Kin year for your Zone and your Club. There are many more resources available to you, so if there is more information that you need, just ask!

Terri, Marty, Karen, Russ, Don, Adrian, Joanne, Glenn, Monika, Dan, Colleen

## Ten Skills to Becoming a Good Leader

**Time Management** – Time is your most important resource. People get things done because they have learned to effectively manage their time.

**Speaking** – You do not need to be a great orator or poet laureate. Just know your subject and present it in an organized fashion.

**Listening** – Stop talking. Look at the speaker. Don't Interrupt. Don't change the subject. Keep your emotions in check and be responsive.

**Writing** – Written communication is important to follow-up on oral communication and to reinforce and document discussion.

**Goal Setting** – Planning and organizing is the key to success. A goal establishes what you want to achieve and defines the standard of measurement.

**Decision Making** – Always determine the problems. Get the facts and opinions. Develop alternative solutions. Select the best alternative and always give feedback.

**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.

**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.

**Evaluation / Feedback** – the purpose of evaluation / feedback is to help another person become a more effective leader or to improve their skills and performance.

**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.**

## Table of Contents

2012-13 District One Council Welcome .....	2
Ten Skills to Becoming a Good Leader .....	2
Contact Information	
District Executive .....	4
Deputy Governors .....	8
Zone Team .....	9
National Staff .....	10
National Board and Cystic Fibrosis Canada .....	11
Clubs in District One .....	12
District One Boundary Information – Map .....	13
The Planning Part .....	15
Important Dates .....	16
Council Report guideline for DGs .....	17
Critical Path .....	18
Awards	
Summary of Award Submission Timelines .....	44
Boake Efficiency Award criteria .....	45
Outstanding Club Award criteria .....	46
Outstanding Zone Award criteria .....	49
Templates	
Agenda for General Club Meeting .....	51
Agenda for Club Executive Meeting .....	54
Club Project Report .....	56
Rules of Order .....	58

## District Executive

Name, Position Contact Info	When do you contact them/how can they help?
<p>Marty Makins, Governor Cell: 905-730-8389 Email: mmakins@shaw.ca</p> <p>Terri Iredale, Governor/Risk Manager PO Box 262, 306 Church Street South, St. Marys, ON, N4X 1B1 Cell: 519-949-0630 Home: 519-284-0735 Email: ters@sympatico.ca</p>	<p>Governors</p> <ul style="list-style-type: none"> <li>• Attendance at zone/club special events</li> <li>• Support in resolving zone/club problems</li> </ul> <p>Risk Manager</p> <ul style="list-style-type: none"> <li>• Questions re: insurance forms, club reports, incorporation papers, T2</li> </ul>
<p>Adrian Helm, Cystic Fibrosis/Service Director 1031 Queenston Rd. Apt 107, Cambridge, ON N3H 3K7 Cell: 519-503-8115 Home: 519-653-6129 Email: amhelm@rogers.com</p>	<ul style="list-style-type: none"> <li>• Information about Cystic Fibrosis (CF)</li> <li>• Supplies for CF fundraisers</li> <li>• Attendance at CF or other service events</li> </ul>
<p>Joanne Bint, Cystic Fibrosis/Service Director 2350 Grand Ravine Dr. Unit 90, Oakville, Ontario L6H 6E2 Cell: 416-459-2160 Home: 905-257-3293 Email: jo_jomb@hotmail.com</p>	<ul style="list-style-type: none"> <li>• If you need more District CF pins</li> </ul>

## District Executive (continued)

Name, Position Contact Info	When do you contact them/how can they help?
<p>Karen Coutts, Secretary PO Box 2093, 3 Coates Street, Walkerton, Ontario N0G 2V0 Home: 519-881-0768 Cell: 519-881-7277 Email: <a href="mailto:kinkaren@wightman.ca">kinkaren@wightman.ca</a></p>	<p>Deputy Governors</p> <ul style="list-style-type: none"> <li>if you're not sure about what to include in your District Council reports</li> </ul> <p>Presidents</p> <ul style="list-style-type: none"> <li>submitting voting proxy forms for Fall Leadership Conference (FLC) and Spring Convention</li> </ul>
<p>Russ Jackman, Treasurer/Webmaster 10 Edgewell Crescent, St. Thomas, Ontario N5P 4K7 Cell: 519-782-7877 Email: <a href="mailto:russ@internetadvisor.ca">russ@internetadvisor.ca</a></p>	<p>Treasurer</p> <ul style="list-style-type: none"> <li>Any questions regarding Club, Zone or District finances</li> <li>Deputy Governor expenses owed to or by the district (travel, extra charges, etc)</li> </ul>
<p>Presidents—you do not want Treasurer Russ to contact you! You can avoid this by making sure your Club dues are paid by June 30th, mini-audits are provided in a timely manner, and all tax and regulatory paperwork is completed accurately and submitted on time.</p>	
<p>Glenn Dobben, Membership Director Cell: 519-321-1759 Home: 519-323-1734 Email: <a href="mailto:gwd@wightman.ca">gwd@wightman.ca</a></p>	<ul style="list-style-type: none"> <li>Planning a buddy night</li> <li>Info on chartering a new club</li> <li>Help on any Membership issue</li> </ul>

## District Executive (continued)

Name, Position Contact Info	When do you contact them/how can they help?
<p>Monika McKean, Awards / Communications Director 294 Fifth Street, Collingwood, Ontario L9Y 1X8 Home: 519-705-293-2436 Email: mmckean@rogers.com</p>	<p>Awards</p> <ul style="list-style-type: none"> <li>To find out how clubs &amp; members can use the Kin awards program to excel personally and as a group</li> </ul> <p>Communications</p> <ul style="list-style-type: none"> <li>Submissions for KinShip One (district bulletin)</li> <li>For help reaching the masses with info about upcoming events, successes, celebrations, and "moments" you and your club members are having.</li> </ul>
<p>Don Cousins, Coordinator 84 Pearl Street, Tillsonburg, Ontario N4G 0A3 Home: 519-983-0004 Cell: 226-777-5241 Email: cousins1@sympatico.ca</p>	<ul style="list-style-type: none"> <li>Dates, times and locations of district events</li> <li>When you just need to talk to someone!</li> </ul>

## District Executive (continued)

Name, Position Contact Info	When do you contact them/how can they help?
<p>Dan Strugar, Past Governor PO Box 306, 19 James St S, St. Marys, Ontario N4X 1B2 Cell: 519-852-8034 Email: dstrugar@sympatico.ca</p>	<ul style="list-style-type: none"> <li>• Charter investigations, questions and promotion</li> </ul>
<p>Colleen Wake, Past Governor 585 Highbury Ave N, London, Ontario N5W 4K6 Home: 519-457-1669 Cell: 519-933-7933 Email: mzbx2@rogers.com</p>	<ul style="list-style-type: none"> <li>• Questions about Kin education and protocol</li> <li>• Club conflict resolution/mediation</li> </ul>
<p>Chris Kekes, Vice Governor 338 Sekura Street, Cambridge, Ontario N1R 7W3 Home: 519-267-4610 Cell: 519-841-0927 Email: christopher.kekes@me.com</p> <p>Melissa Suggitt, Vice Governor 155 Hahn Avenue, Cambridge, Ontario N3C 3B2 Home: 519-651-2234 Cell: 519-716-6329 Email: missy_w8@hotmail.com</p>	<ul style="list-style-type: none"> <li>• Invitations to events, as supporters or extra hands</li> </ul>

## Deputy Governors

<b>ZONE A Kinsmen Deputy Governor</b> <b>Derek Ciuciura</b> 41 Russ Street Cambridge, Ontario N3H 4B1 P 519-240-2327 dciuciura@gmail.com	<b>ZONE A Kinette Deputy Governor</b> <b>Karen Lemieux</b> 32 Windy Ridge Road Kitchener, Ontario N2P 1V8 P 519-896-0146 C 519-993-5853 kinettekaren@hotmail.com
<b>ZONE B Deputy Governor</b> <b>Katie Neu</b> 610 Main Street W Listowel, Ontario N4W 1A8 P 519-291-5160 C 226-622-0043 katrine.neu@gmail.com	<b>ZONE C Kinsmen Deputy Governor</b> <b>Odette Houle</b> R.R. #2, 774325 Hwy #10 Flesherton, ON N0C 1E0 C 519-270-1938 zonec@cablerocket.com
<b>ZONE C Kinette Deputy Governor</b> <b>Lisa W. Burechails</b> Box 637, 107 Huron St West Thornbury, Ontario N0H 2P0 P 519-599-5878 C 705-607-5878 lburechails@clubcranberry.com	<b>ZONE D Kinsmen Deputy Governor</b> <b>Shane Walsh</b> 116 Tranquility Avenue Ancaster, Ontario L9G 5C5 P 905-648-8847 C 905-977-9264 shane.walsh@bell.blackberry.net
<b>ZONE D Kinette Deputy Governor</b> <b>Kathy Manners</b> 51 Colonial Crescent Grimsby, ON L3M 5H3 P 905-309-0386 c/o tj.normie@cogeco.ca	<b>ZONE F Kinsmen Deputy Governor</b> <b>Darryl VanMoorsel</b> 5141 Dundas street, RR#2 Thorndale, ON N0M 2P0 P 519-268-8120 C 226-688-8785 darrylvanmoorsel@gmail.com
<b>ZONE F Kinette Deputy Governor</b> <b>Tiffany Allan</b> 4271 Dorchester Road Dorchester, Ontario N0L 1G5 P 519-709-3425 tiffanyallan@yahoo.ca	<b>ZONE G Deputy Governor</b> <b>Bob Hughes</b> 21270 Stevenson Rd RR 1 Coatsworth, ON N0P 1H0 P 519-682-3773 robert.hughes@freedom55financial.com
<b>ZONE H Deputy Governor</b> <b>Andy Mantha</b> 9573 Avery Lane Windsor, ON N8R 2C1 P 519-258-1772 amantha@vshbbsurveys.com	<b>ZONE J Kinsmen Deputy Governor</b> <b>Chris Young</b> PO Box 218, 603 Alfred Street Ayton, Ontario N0G 1C0 P 519-665-2165 C 226-974-1265 dgchris19@gmail.com
<b>ZONE J Kinette Deputy Governor</b> <b>Cheryl Toohey</b> 126 3Rd Ave SW Box 71 Chesley, Ontario N0G 1L0 P 226-433-2091 C 226-668-4463 prior.cheryl@gmail.com	<b>ZONE K Deputy Governor</b> <b>David Proudlove</b> 216 Queen St St. Marys, Ontario N4X 1B1 P 519-284-8148 david.proudlove@gmail.com



## Zone Team Contact Information

Many Deputy Governors put together a Zone team that mirrors the District Executive to help support their clubs. Put contact information for your zone team on this page so you have it handy for later in the year.

If any of these positions are vacant in your zone, you can contact the person at the District level with that portfolio for any information that you need. Feel free to recommend one of your club members to your Deputy Governor to fill that vacancy!

Treasurer: \_\_\_\_\_

Cystic Fibrosis/Service: \_\_\_\_\_

Membership: \_\_\_\_\_

Awards: \_\_\_\_\_

Bulletin: \_\_\_\_\_

## National Headquarters Contact Information

### General Inquiries

Kin Canada National Offices  
1920 Rogers Drive  
P.O Box 3460  
Cambridge, ON N3H 5C6

Tel: 519-653-1920  
Toll-free: 800-742-5546 • 800-PICK-KIN  
Fax: 519-650-1091  
E-mail: [kinhq@kincanada.ca](mailto:kinhq@kincanada.ca)

### Staff

**Ric McDonald**, Executive Director and CEO  
ext. 216 [rmcdonald@kincanada.ca](mailto:rmcdonald@kincanada.ca)

Need to make arrangements for national dues payments?

**Carmen Preston**, Officer Manager  
ext. 205 [cpreston@kincanada.ca](mailto:cpreston@kincanada.ca)

**Bas Zak**, Administrative Assistant  
ext. 215 [bazak@kincanada.ca](mailto:bazak@kincanada.ca)

Roster changes, New members kits, Replacement name badges...

**Melina Hayward**, Membership Services Coordinator  
ext. 201 [mhayward@kincanada.ca](mailto:mhayward@kincanada.ca)

Getting a club-specific logo created

**Karen Piovaty**, Communications & Marketing Manager  
ext. 204 [kpiovaty@kincanada.ca](mailto:kpiovaty@kincanada.ca)

Kin Magazine submissions (stories, celebrations, photos, etc.)

**Cristen Quigley**, Service Coordinator  
ext. 206 [cquigley@kincanada.ca](mailto:cquigley@kincanada.ca)

Any insurance/risk management questions - reporting forms, new project coverage, PAL insurance certificates for special events...

**Melanie Nieson**, Risk Management Coordinator  
ext. 208 [mnieson@kincanada.ca](mailto:mnieson@kincanada.ca)

**Bick Trinh**, Member Relations  
ext. 207 [btrinh@kincanada.ca](mailto:btrinh@kincanada.ca)

**Lauren MacDonald**, Communications Coordinator  
ext. 203 [lmacdonald@kincanada.ca](mailto:lmacdonald@kincanada.ca)

Updates/questions about [kincanada.ca](http://kincanada.ca) website

## National Board Contacts

### **Penny Lees-Smith**

#### **National President, 2012-13**

5012-47 St

Drayton Valley, AB T7A 1C7

Phone: 780-621-0517

Email: [kinpenny@telus.net](mailto:kinpenny@telus.net)



### **Brad Bedford**

#### **National Director, 2011-2013**

4530 East Rd

Port Stanley, ON N5L 1A7

Cell: 519-852-0544

Email: [brad@bedfordfinancial.ca](mailto:brad@bedfordfinancial.ca)

## Cystic Fibrosis Canada

2221 Yonge St., Suite #601

Toronto, Ontario, M4S 2B4

Phone: 1-800-378-2233

or 416-485-9149

Fax: 416-485-5707

[www.cysticfibrosis.ca](http://www.cysticfibrosis.ca)



## National Cystic Fibrosis Liaison

### **Brenda Dineen**

470 Temple Street, PO Box 2,

Palmerston, Ontario N0G 2P0

Phone: 519-343-3624

Email: [momofbrats@hotmail.com](mailto:momofbrats@hotmail.com)

## Clubs in District One

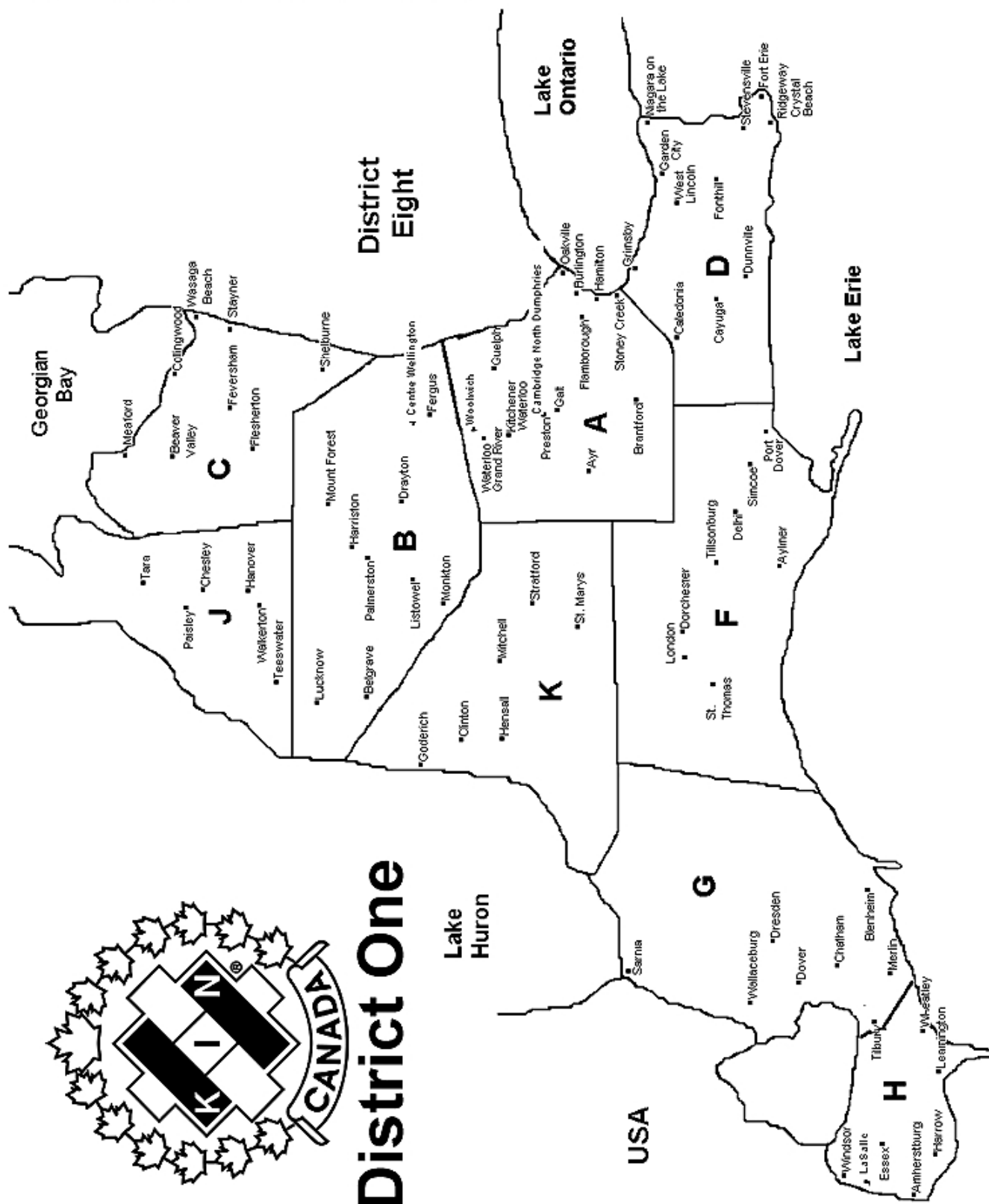
Zone A	Zone B	Zone C
Brantford (1) Burlington (1) Cambridge-North Dumfries (1) Flamborough & District (1) Guelph (2) Hamilton (1) Hamilton – Stoney Creek (2) Kitchener-Waterloo (1&2) Oakville (1&2) Preston (1&2) Stoney Creek (1) Waterloo Grand River (1&2) Woolwich (3)	Belgrave (1) Centre Wellington (2) Drayton (1) Fergus & District (1) Harriston (1) Listowel (1&2) Lucknow & District (1&2) Monkton & District (1) Mount Forest (3) Palmerston & District (2)	Beaver Valley (1&2) Collingwood (2) Feversham & District (1) Flesherton (1) Meaford (1&2) Shelburne (1&2) Stayner & District (1) Wasaga Beach (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&2) 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
Essex (1) Harrow (1) LaSalle (3) Leamington (1) Tilbury & District (1) 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 61 |
| (2) | = Kinette Clubs | – total 35 |
| (3) | = Kin Clubs     | – total 6  |

Total District One Clubs      --      102

## Zone/Club Distribution in District One





## The Planning Part

Since this is our official planner, we wanted to make sure that you had tools at your fingertips to help you have a successful year.

The next several pages include a critical path for Club Presidents and Deputy Governors, broken down by month. Many District and National dates and deadlines are included, but please make this your own by adding Zone and Club dates as well.

Key dates throughout the year are also summarized on one page, including all District Council meetings that have been confirmed as of printing. Deputy Governors – your handy-dandy guideline for council reports is right here to help you stay on the good side of the District Secretary and Governors.

Also, we've included the criteria for the Boake Efficiency, and Outstanding Club and Zone awards. Keep an eye on these. Meeting the criteria for these awards will not only keep you out of trouble with District and National, but will really help you stay on track for a successful year. And hey, if you can check everything off, take 10 minutes at the end of the Kin year and make sure that you submit the paperwork – if you've done all the work, claim the reward!!

Looking for templates for general and executive meeting agendas, or for club project reports? You'll find them after the awards.

If there is anything else you need as we go through the year, please don't hesitate to ask one of us! Your feedback will help future district councils improve this planner as well as the other resources that we have to share.

## District Meeting Dates

District Leadership Seminar	April 13-15, 2012
District Convention	May 18-21, 2012
District Pre-Term*	June 23, 2012
Club Leadership Seminar	June 24, 2012
National Convention	August 15-18, 2012
September District Council Meeting*	September 8, 2012
Fall Leadership Conference (FLC)*	November 9-11, 2012
District Mid-Term Meeting*	Late Jan./Early Feb. 2013 TBD
District Convention*	May 2013

\* Deputy Governors must send written reports to District Secretary Karen ahead of time. See the next page for what you can include in these.

## Cystic Fibrosis (CF)/Service Dates

Zone CF/Service Directors meeting with Chapter Presidents and Cystic Fibrosis Canada	TBD
Attend FLC and bring CF cheques	November 9-11, 2012
Remind Presidents to bring cheques to Zone Conference	February 2013
Kin/CF Day Have a fundraiser and promotion for Cystic Fibrosis	May 4 <sup>th</sup> , 2013
Attend Spring Convention and Service Banquet and bring CF donations cheques	May 2013

## Dues Billing, Financial Statements and Incorporation Deadlines

District Dues deadline Incorporation papers filed	June 30 <sup>th</sup> , 2012
Update rosters for accurate dues billings	September 26 <sup>th</sup> , 2012
Financial Statement and Passed Budget due to District Treasurer	October 31 <sup>st</sup> , 2012
First National Dues installment deadline	November 15 <sup>th</sup> , 2012
Mini-audit deadline	January 31 <sup>st</sup> , 2013
Update rosters for accurate dues billings Second installment of National Dues	February 27 <sup>th</sup> , 2013
Third installment of National Dues	May 31 <sup>st</sup> , 2013
District Dues deadline Incorporation papers filed	June 30 <sup>th</sup> , 2013



## Reporting for District Council Meetings

Written reports will be expected from each Deputy Governor for each council meeting. This information will help the District Executive be aware of 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 share this information as soon as you know can!)
- ❖ 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 can be given. This is 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...or take home some new ideas yourself! This will also be your opportunity to discuss any concerns you may be having with the operation of the clubs within your Zone. Feel free to ask for direction from your fellow DGs and the District Executive.

At each council meeting, every DG will also have time for 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.

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

June 2012						
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 Council Pre-term
24 Leadership Skills Seminar	25	26	27	28	29	30

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

July 2012							
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					

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

August 2012						
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
			Lifting Kin to New Heights – National Kinvention, Peterborough			
19	20	21	22	23	24	25
26	27	28	29	30	31	

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



September 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3	4	5	6	7	8 District Council Meeting	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

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

October 2012							
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 Audited Financial Statements due				

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

November 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
				Fall Leadership Conference -		
11	12	13	14	15 Insurance form and National dues to National	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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

December 2012							
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						

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



January 2013						
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		

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

February 2013						
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		

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

March 2013							
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							

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

April 2013							
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					

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



May 2013						
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
					Spring Convention – hosted by Fergus & District Kinsmen	
19	20	21	22	23	24	25
	Spring Convention					
26	27	28	29	30	31	

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

June 2013							
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							

AWARD (See District House rules for criteria)	DUE DATE TO DISTRICT	PRESENTED AT
Kinette Junior and Senior Bulletin Awards Kinsmen John Brooker Jr & Sr Bulletin Awards	10 days after winner declared at Zone Conference	Spring Convention
Kinette Fern Carter Memorial Speak-Off Award Kinsmen Gord Harbinson Public Speaking Award	Must be winner at Zone Conference	Spring Convention
Kinette Myrtle Wilson Memorial Service Award Kinsmen George & Mildred Sinclair Service Shield	April 15th	Spring Convention
Kinette Quill Award Kinsmen Bill Esson Memorial Kin Quill	April 15th	Spring Convention
Kinette District Public Relations Award Kinsmen Max Westlake Public Relations Award	April 15th	Spring Convention
Kinsmen & Kinette Rookie of the Year Awards	June 30th	Fall Leadership Conference
Kinsmen & Kinette of the Year Awards	June 30th	Fall Leadership Conference
Kinsmen Perc Dawson Golf Tournament Trophy		Fall Leadership Conference
Kinsmen Jay Dunn Memorial Shield	June 30th	Fall Leadership Conference
Kinsmen Jay Dunn Improvement Award	June 30th	Fall Leadership Conference
Kinsmen John Hughes Pickette Memorial Trophy	June 30th	Fall Leadership Conference
Jim Sterling Memorial Costume Award		Spring Convention
Dave Russell Memorial Individual Service Award	March 31st	Spring Convention
District Website Award	April 15th	Spring Convention
Kevin Denbok Memorial Cystic Fibrosis Award	April 15th	Spring Convention
Phil and Vicki Scalisi Membership Award	April 15th	Spring Convention
Michael McBeath Memorial Cystic Fibrosis Award for Individual Achievement	April 15th	Spring Convention
District Photography Award	June 30th	Fall Leadership Conference
Challenge for a Cure Award	June 30th	Fall Leadership Conference
Sixty Five Roses Award	Chosen by CF/Service Directors	Fall Leadership Conference

## Awards to help you Plan

The Boake Efficiency and Outstanding Club awards are National Awards that recognize successful clubs. Using the criteria for these awards as guidance will help you and your club have a truly outstanding Kin year. The official affidavits can be found on [www.district1kin.ca](http://www.district1kin.ca) under Awards.

### Boake Efficiency Award Criteria

This is a national award presented to clubs who complete 7 of the 9 requirements.

#### National Requirements

1. National Dues paid to the satisfaction of the Executive Director
2. National Insurance form filed to the satisfaction of the Executive Director
3. Annual Incorporation Return filed by due date
4. Annual Club Reporting form filed with National Headquarters to the satisfaction of the Executive Director

#### District Requirements

5. District dues paid to the satisfaction of the District Governor
6. Letter from club President attesting that a financial audit or review has been completed on the clubs previous years financial statements sent to the District Governor by December 31
7. Letter from Club President attesting that the Corporations T2 form has been duly filed with CCRA
8. Invite a member of the District Council to attend a club meeting or function
9. Club in attendance at Zone Conference

### Outstanding Boake Efficiency Award

Presented to all clubs who have earned the Boake Efficiency Award and complete all 3 of the following:

#### District Requirements

10. Invite a member of the District Council to attend a club meeting or function.  
(In addition to item #8)
11. Club in attendance at Fall Leadership Conference
12. Club in attendance at District Convention

## Outstanding Club Award Criteria

To be eligible for this award, your club must have earned the Boake Efficiency Award.

A club must achieve the minimum points for each section as well as a minimum total of 215 to be eligible for this award.

Category	Min / Max
1 – Club Operations	30 / 60
2 – Membership Growth	25 / ***
3 – Service	35 / 75
4 – Membership Development & Education	25 / ***
5 – General Participation	45 / 75
6 - Public Relations	20 / 60

\*\*\* No maximum in these categories

### Category 1:

- A. Your club published at least 5 issues of the club bulletin and/or newsletter in print or electronic form during the current fiscal year and / or maintained a website which was updated on a minimum of 5 dates throughout the year. (1 point per issue / update to a max of 5)
- B. Your club has held organized fellowship or social functions (2 points each to a max of 10)
- C. Your club has held informative meetings, which include Kin Education and/or a guest speaker (2 points each to a max of 10)
- D. Your club held organized family social events (2 points each to a max of 10)
- E. Club executive members attended a training session on their position conducted by a zone or District officer(s) – President (6 pts), Vice President, Secretary, Treasurer, Bulletin Editor (3 pts each), Others (2 pts each)
- F. The president attended at least one zone president's meeting conducted by the zone officer (5 points each to a max of 5)

### Category 2:

- A. Your club investigated a community for a new charter (Attach copy of written submission)
- B. Your club assisted with the charter of a new Kinsmen, Kinette, Kin, or Kinsmen & Kinette Club (Provide certification from charter chairman)
- C. Your club held a membership promotion night (1 point per prospective member to a maximum of 10)

### Outstanding Club Award Criteria (continued)

- D. Your club hosted a Membership Recruitment and/or Retention Workshop (5 points)
- E. Your club advertised the date, time, & location of your next meeting and/or contact name and phone number in any form of public media (Newspaper, radio, billboard TV etc. [1 pt each to a max of 5])
- F. Your club displayed and / or distributed membership recruitment material at a service project (2 points per different event to a max of 10)
- G. Your club registered a transfer-in or reinstated a member who has been out of Kin for at least 5 years away (2 points each - No maximum)
- H. Your club recruited new member(s) (5 points each - no maximum)
- I. Your club has a GEM Winner. (5 point each - no maximum)

### Category 3:

- A. Your club conducted service projects (5 points each to a max of 15)
- B. Your club entered a zone or district service competition (5 points each to a max of 10)
- C. Your club participated in a district and/ or the national service project (5 points each to a max of 10)
- D. Your club promoted and/or submitted a Hal Rogers Bursary Application. (5 points to a max of 10).
- E. Donations: Hal Rogers Endowment Fund, Cystic Fibrosis, and general service donations are calculated on a per-member basis for points

### Category 4:

- A. Club conducted new member's seminars, inviting all new members in the club at that time (5 points each to a max of 10)
- B. Club conducted regular Kin education programs (5 points each to a max of 20)
- C. Club held a club speak-off contest (5 points to a max of 5)
- D. Club had members achieve their Maple Leaf Award of Distinction (2 point each - No maximum)
- E. Club had members achieve their Founder's Award for Achievement (5 points each - No maximum)
- F. For each meeting where you had greater than 75% attendance (2 points each to max 10)
- G. Submission for other Zone and District awards (2 points each to maximum 10)

## Outstanding Club Award Criteria (continued)

### Category 5:

- A. If your club sent a submission to zone or district publication (5 points each to a max of 10)
- B. If your club sent a submission to KIN Magazine or Membership Matrix other than newspaper clippings (5 points to a max of 5)
- C. Your club hosted / participated in a Zone or District interclub, service project or meeting [(Excluding zone conference or FLC) & (1 points each to a max of 5)]
- D. At least one member of your club visited the general meeting of another club (5 points for each different club to a max of 10)
- E. If your club had a candidate for zone, district, or national office or committee (5 points each to a max of 10)
- F. For each \$100 spent at Kin sales (1 point for each \$100. Round off to nearest \$100 to a max of 10)
- G. Club attends fall leadership conference and / or district convention (10 points each to a max of 20)
- H. Your club placed a Kin Sales ad in your bulletin or directed members to Kin Sales web site on your web page (5 points to a max of 5)

### Category 6:

- A. Your club has obtained write-ups in a local paper [(other than ads) & (5 points per clipping to a max10) NOTE: Clippings to be attached and photocopies are acceptable)]
- B. Your club has had a radio, TV, newspaper or some other public campaign promotion [(Joint participation with another club(s) is permissible) & (5 points per promotion to a max 10)]
- C. Your club is involved in a community sponsored celebration or event involving other community organizations (5 points per event to a max of 10)
- D. Your club members wore clothing bearing Kin crest or club name during public service or fundraising project(s). (5 points per event to a max of 10)
- E. Your club's name was prominently displayed by banners, signs, etc. (5 points each to a max of 10)
- F. Your club had the Founders day proclamation signed by the local authorities (10 points each to a max of 10)



## Outstanding Zone Award Criteria (for Deputy Governors)

### **Mandatory Requirements**

Items 1 – 4 may include responsibilities assigned by District executive

1. Arrange a club officer seminar to be held prior to September 15th
2. Ensure all clubs are properly installed prior to October 15th
3. Deputy Governor or designate to make one official visit to each club in zone other than installation or zone social function
4. Deputy Governor's should ensure that membership recruitment and retention is addressed with the clubs and that all clubs are encouraged to have a membership growth and retention program in place
5. Must attend during term in office:
  - a. District pre-term meeting
  - b. Fall leadership conference (where applicable)
  - c. District mid-term meeting
  - d. Spring zone conference
  - e. District convention
  - f. District leadership seminar (provided DG was elected/appointed prior to DLS)

**Optional Points** Must attain a minimum of 110 points

### **PART (A) – SELF ASSESSMENT**

1. 5 points for each 1% growth in zone membership (excluding charters and statistics from Kin Club members resulting from mergers of existing Kinsmen and Kinette Clubs)
2. Charter a Kinsmen Club, Kinette Club or Kin Club (10 points)
3. Arrange for a zone president's pre-term meeting (5 points)
4. Arrange for a zone president's mid-term meeting (5 points)
5. Arrange a new members seminar (5 points)
6. Attend national convention (5 points)
7. Visit club meetings in your zone (other than home club) other than Mandatory (2 points per visit, max 10)
8. Place a Kin Sales ad in your zone bulletin (2 points each, max 10)

### **PART (B) – DISTRICT EXECUTIVE ASSESSMENT**

1. Submit FLC Reports on time (5 points)
2. Submit District Convention Report on time (5 points)
3. Prompt circulation of Zone Minutes (15 days after Zone was held) (5 points)
4. Submit Zone Award winners on time (5 points)
5. Receipt of club insurance Reporting Form (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline ( max 10 points)
6. Receipt of club incorporation papers (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline (max 10 points)

7. Meeting the requests from the District Executive on time. (2 points each, max 8)

PART C – Scored by District representative to Spring Zone

1. Prepared Conference brochure (5 points)
2. Prepared and printed agenda (5 points)
3. Parliamentary procedure followed (5 points)
4. Interest in business (2 points)
5. Promotion of District and / or National Service projects. (2 points)
6. Control of meeting (2 points)
7. Deputy Governor and executive were well organized (2 points)
8. Promotion of Kin Sales (2 points)
9. Promotion of Kin Magazine (2 points)
10. Promotion of HREF (2 points)

PART D – District Executive discretionary points.

1. Points to be awarded at the discretion of the District Executive as to the performance of the Deputy Governor throughout the year. (max 10 points)

## Agenda Template for General Meeting

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 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

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.

## Club Project Report Template

To be used for ongoing reports to the club executive, and for a final report to the general membership.

EVENT \_\_\_\_\_ CHAIR \_\_\_\_\_

### COMMITTEE MEMBERS:

_____	_____
_____	_____
_____	_____
_____	_____

Meeting held/Project completed:

\_\_\_\_\_

### RESULTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### RECOMMENDATIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MOTIONS/NOTICE OF MOTION:

\_\_\_\_\_

\_\_\_\_\_



1) Total net (after expenses) amount raised for service from this project:

\$ \_\_\_\_\_

2) Total number of manhours (service hours) by members on this project:

\_\_\_\_\_ service hours

3) Value of non-labour items contributed by club/members on this project  
(labour, equipment, etc.)

\$ \_\_\_\_\_

**The President needs this information to fill out year-end reports.**

**Make sure it is completed and submitted in a timely manner.**

## Kin Rules of Order

Rules of Order are the formalities used to help conduct business at meetings. While they can seem awkward and fussy at first, when used properly these strategies do make for very effective meetings. They help move meetings along faster, help control discussions and side conversations, and help set the tone of a proper business meeting (as opposed to a social event).

### **1. Notice of Motion:**

Advance notice of certain motions is sometimes required. Generally this applies in cases of important measures, such as revisions to house rules, new projects, or expenditures of large sums of money. The amount of advanced time must be stated, and is set by the House Rules.

### **2. Motions:**

Before any question may be discussed at a meeting, it must be submitted in the form of a motion, which is moved by one member and seconded by another. It should be submitted in writing to ensure its accuracy. The motion is then debatable and may be accepted, amended, withdrawn or rejected. When a motion has been adopted, it becomes a resolution.

### **3. Similar Motions:**

No motion or amendment which is the same or substantially similar to a previous motion or amendment voted upon by the meeting may be put to the same meeting or any subsequent session during the same Kin year.

### **4. Motion to Reconsider:**

A motion to reconsider a vote on any previous motion made in the Kin year, except for motions to table and adjourn will be accepted at any time as long as the original motion has not already been actioned.

### **5. Motion to Table:**

A motion to table is not debatable, unless it includes a motion to table until a particular time, then it is debatable as to time only. If carried, it automatically comes back on floor at the appointed time.

### **6. Withdrawal of Motion:**

Withdrawal of a motion requires the consent of the mover and seconder. Amendments must first be withdrawn in reverse order, with full consent of their sponsors. If any should refuse the motion must stand.

## **7. Committee of the Whole:**

A meeting may resolve itself into a "COMMITTEE OF THE WHOLE", during which time all members present act as a committee to consider a matter of business, and the meeting, as such, is suspended during this time. The regular RULES OF ORDER are not strictly applied, and the motions are limited to those which report to the meeting upon its resumption, or which resolve to revert from the committee of the whole and resume the meeting.

## **8. Adjournment:**

A motion to adjourn may be moved at any time. It is not debatable except if its intent is to adjourn to a time other than the next regular meeting time, when discussion is permitted on that point only. The motion requires a simple majority, and if passed, the meeting ends. The Chair, at their discretion, may refuse such a motion if, in their opinion, the motion is offered for the purpose of obstructing the meeting, or will make impossible completion of the orders of business.

### **9a. Amendments:**

Amendments to a motion may be proposed at any time during the discussion. No amendment may be entertained which has the effect of nullifying the main motion. Any amendment must be relevant to the subject matter of the motion and may amend it in only by: (1) leaving out certain words, (2) adding certain words, or (3) by deleting certain words and replacing them with others.

### **9b. Number of Amendments:**

In order that discussion may be confined within reasonable bounds, not more than two amendments may be before the meeting at one time. However, as soon as one amendment has been accepted or rejected, another may be proposed; provided, of course, that it is different in purport from one already defeated.

## **CHAIR**

**C Come to the Microphone – or Stand. Wait to be recognized**

**H Have your thoughts ready and organized**

**A Address the chair**

**I Introduce yourself**

**R Render your wisdom**

## Speaking to a Motion

### **A) Recognition by the Chair:**

Any member in good standing shall be permitted to speak only if and when they have been recognized by the Chair, and all remarks SHALL BE DIRECTED to the Chair. In order to gain recognition the member shall, when no other person recognized by the Chair, has the floor, stand and wait to be recognized. (Chair shall not withhold recognition).

### **B) Speaking to a Motion:**

When speaking to a motion, a member SHALL, before entering upon the substance of their remarks, state whether they are for or against the motion.

### **C) Limitations on Speaking:**

Any member who has spoken to a motion once shall not, without the express permission of the Chair to be given or withheld at the sole discretion of the Chair, speak again EXCEPT:

- With leave of the chair in explanation of his/her previous remarks
- On the case of a mover or seconder only at the request of the Chair to answer questions from the floor directed to the Chair.
- In the case of the mover only who may reply closing debate upon any substantive motion after all others have had an opportunity of being heard, provided the mover specifically requests such privilege before previously yielding the floor.

### **D) Questions:**

If a member wishes to ask a question or seeks clarification they shall, upon recognition by the chair, so state and shall not proceed further without leave of the Chair. The question shall be directed to the Chair. The speaker has the floor to ask a question only, and may not use the time to discuss the merits of the motion.

### **E) Interruption of Speaker:**

No member shall interrupt any other member who has been recognized by the Chair and has the floor, except upon recognition by the Chair upon a point of order, or a question of privilege.

**F) Point of Order:**

If a member feels that improper language has been used, irrelevant argument introduced, or a rule of procedure broken, they are entitled to "RISE TO A POINT OF ORDER" interrupting the speaker. The point of order must be stated definitely and concisely.

**G) Question of Privilege:**

If a member feels that their own or the Club's or the Association's reputation or position is endangered, they are entitled to "RAISE A QUESTION OF PRIVILEGE".

**H) Ruling Point of Order/Question of Privilege:**

In either case, the Chair shall decide without debate, although they may ask opinions. They should not argue, and should state their opinion authoritatively. Their ruling may be appealed by the member. If so, the Chair states their decision and the point of appeal, then puts the question (which is not debatable): "SHALL THE DECISION OF THE CHAIR STAND AS THE JUDGEMENT OF THIS MEETING?" A simple majority determines the issue. This merely settles a point of procedure, and is not a vote of confidence in the chairperson.

**I) Closing Debate:**

Upon a reasonable opportunity for discussion of a motion, in the opinion of the chair, and when no other person is holding the floor, a motion may be made that the "question now put" which motion is neither amendable or debatable; and if such motion is passed, the main motion or amendment, as the case may be, shall be forthwith voted upon without further amendment or debate.

### **Voting on Motions and Amendments:**

A quorum is only required to consider the question; but all questions will be decided by a majority of those members **present and voting** unless otherwise provided by in the house rules. Abstaining does not indicate a "yes" or a "no", but simply "no vote" and does not affect the quorum. Voting on amendments is made in the reverse order in which they are made. Carrying the amendment does not carry the motion, and the motion as amended must be voted on.

MOTIONS: Majority of those present and voting  
TABLE: Majority of those present and voting  
RECONSIDER: If at same meeting: majority of those present and voting  
If at a subsequent meeting: 2/3 majority of members present  
ADJOURN: Majority of those present and voting

### **Deciding Vote:**

The Chair has the right to vote on every motion, however, NORMALLY the Chair does not vote, except in the case of a tie. They generally explain their reasons for voting the way they do, and customarily vote against a motion on the premise that, if half the members are opposed, the matter should not be forced on them. Where voting is done by secret ballot and the Chair has already voted they will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative. (An exception to this rule is in the election of Club officers. In this case, the Chair will cast two ballots, the second of which will be held in reserve by the scrutineer(s), and only used in the case of a tie vote.)

### **Quorum:**

General Meeting: A majority of active members including Active Life Members

Executive Meeting: A majority of the members of the executive

Zone/District Meeting: A majority of delegates & Delegates at Large



# Kinship One / District1Kin.ca

## Advertising Rates

Business Card ad - \$25 (flat rate per year, up to 4 online issues)

1/3 page ad - \$50 (flat rate per year, up to 4 online issues)

1/2 page ad - \$75 (flat rate per year, up to 4 online issues)

Full page ad - \$125 (flat rate per year, up to 4 online issues)

Ads include insertion of online version of KS1 4x per year, with one copy mailed to each club 2x per year.

**Ad will also be included in rotation on District 1 Kin website, district1kin.ca**

**\*\*Business card ads will be “run of press”, larger ads will be placed appropriately depending on intended audience (i.e. Specific Zone, event, etc.).**

### Kinship One Deadlines & Estimated Publication Dates

ISSUE	DEADLINE FOR SUBMISSIONS	ESTIMATED PUBLICATION DATE
Fall PRINT Issue	September 15 <sup>th</sup> , 2012	1 <sup>st</sup> Week of October 2012
Winter ONLINE Issue	December 1 <sup>st</sup> , 2012	3 <sup>rd</sup> Week of December 2012
Spring PRINT Issue	March 16 <sup>th</sup> , 2013	1 <sup>st</sup> Week of April 2013
Wrap-up ONLINE Issue	June 1 <sup>st</sup> , 2013	3 <sup>rd</sup> Week of June 2013