

DISTRICT ONE

DEPUTY GOVERNOR

PLANNER



2015-2016

TABLE OF CONTENTS

Index	2
Welcome	3
District Executive Contact Information	4
Deputy Governor Contact Information	5
National Contact Information	6
Cystic Fibrosis Canada Contact Information	7
District One Club Information	8
District One & Kin Canada Boundaries	9
Important Dates	10
Deputy Governor Critical Path	11 – 13
Communication	14 – 16
Protocol Guide	17 – 20
Voting Procedures	21
Ceremonies	22 – 26
District One Outstanding Zone Award	27



Welcome from the Back to the Future Executive

Congratulations and welcome to the “**Back to the Future**” 2015 – 2016 Team. You have accepted a rewarding yet challenging position and we are pleased you have decided to join our team. Whether you are a new Deputy Governor or taking on the challenge of this role once again, your upcoming year will be full of new adventures and experiences that you will treasure for the rest of your life.

In order to have the most successful year possible, organization and preparation will be integral. The BTTF District Executive has compiled this planner to help you throughout your year. In it you will find: important dates for meetings and submissions of information, communication, ceremonies, protocol and a critical path to keep track of all of your events. You have so many resources available to you including the district and national websites as well as the BTTF Team who is here to offer any assistance you may need throughout the year.

As you begin this journey, remember to enjoy yourself. Throughout this next year you will learn, grow, make friends, have fun and challenge yourself. Remember that we are all kin, volunteering together and heading “**Back to the Future**” to make District One the best it can be and ensuring we continue to serve the community’s greatest need.

Yours in Kin,

Katie McKean, Curtis Thoms, Monika McKean, Debbie Ruffley, Melissa Whetham, Wendy Rolfe, Stewart Ruffley, Terri Iredale, Russ Jackman, Joanne Bint & Marty Makins



DISTRICT EXECUTIVE CONTACT INFORMATION

Governors

Katie McKean
294 Fifth Street
Collingwood, ON L9Y 1X8
(p) 705-441-5086 (cell)
(e) khvmckean@gmail.com

Curtis Thoms
177 Northview Heights Drive
Cambridge, ON N1R 7M1
(p) 519-621-1673 (home) / 519-242-5685 (cell)
(e) clthoms@gmail.com

Joint Governor Email Address: governors@district1kin.ca

Vice-Governors

Monika McKean
294 Fifth Street
Collingwood, ON L9Y 1X8
(p) 705-888-3800 (cell)
(e) mmckean@rogers.com

Bill Harris
992 Concession Road 2
York, ON N0A 1R0
(p) 905-928-8758 (cell)
(e) 10ddgm11@gmail.com

Joint Vice-Governor Email Address: vicegovernors@district1kin.ca

Co-Ordinator / Treasurer

Monika McKean
294 Fifth Street
Collingwood, ON L9Y 1X8
(p) 705-888-3800 (cell)
(e) treasurer@district1kin.ca

Secretary

Debbie Ruffley
820 Crescent Road
Fort Erie, ON L2A 4R4
(p) 905-329-5208 (cell)
(e) secretary@district1kin.ca

Membership Director

Melissa Whetham
1480 Franklin Blvd.
Cambridge, ON N3C 3L5
(p) 519-716-6329 (cell)
(e) membership@district1kin.ca

Communications Director

Terri Iredale
306 Church Street South
St. Marys, ON N4X 1B1
(p) 519-949-0630 (cell)
(e) communications@district1kin.ca

Cystic Fibrosis & Service Directors

Wendy Rolfe
160 David Avenue
Hamilton, ON L9A 3V5
(p) 905-516-9847 (cell)
(e) wendy.rolfe@mohawkcollege.ca

Stewart Ruffley
820 Crescent Road
Fort Erie, ON L2A 4R4
(p) 905-329-5532
(e) stewartruffley@live.ca

Joint Cystic Fibrosis & Service Director Email Address: cfservice@district1kin.ca

Past Governor / Awards Director

Joanne Bint
2350 Grand Ravine Drive (Unit 90)
Oakville, ON L6H 6E2
(p) 905-257-3293 (home)
(e) awards@district1kin.ca

Past Governor / Risk Management

Marty Makins
Box 3425, Station C
Hamilton, ON L8H 7M1
(p) 905-730-8389 (cell)
(e) riskmanagement@district1kin.ca

Web Master

Russ Jackman
10 Edgewell Crescent
St. Thomas, ON N5P 4K7
(p) 519-782-7877 (home)
(e) russ@internetadvisor.ca

DEPUTY GOVERNOR CONTACT INFORMATION

Zone A Kinette	Zone A Kinsmen
<p>Elaine Couch 786 Rockway Drive Kitchener, ON N2G 3B7 (p) 519-576-8206 (home) / 519-497-0622 (cell) (e) recouch@rogers.com</p>	<p>Derek Ciuciura 41 Russ Street Cambridge, ON N3H 4B1 (p) 519-240-2327 (cell) (e) derek@cambridgetap.com</p>
Zone B Kin	Zone B Kin
<p>Tina Glanville 760 Kincaid Street Listowel, ON N4W 3T6 (p) 519-573-7027 (cell) (e) kinetteteenie@hotmail.ca</p>	<p>Fred Mollison 47 Beirnes Court Fergus, ON N1M 3V4 (p) 519-821-1997 (cell) (e) fredzoneb@gmail.com</p>
Zone C Kinette	Zone C Kinsmen
<p>Debbie Hodgkinson 48 Beech Street Collingwood, ON L9Y 2S9 (p) 705-444-2844 (home) (e) dahspicelady@rogers.com</p>	<p>James Madill 212 McCrea Drive, PO Box 1147 Stayner, ON L0M 1S0 (p) 705-606-0063 (home) (e) leighandjames@yahoo.ca</p>
Zone D Kin	
<p>Eileen Newton-George 42 Malkin Avenue Fort Erie, ON L2A 5J1 (p) 289-686-2467 (cell) (e) enewton66@gmail.com</p>	
Zone F Kinette	Zone F Kinsmen
<p>Terry Baldwin 41 Faith Blvd. St. Thomas, ON N5R 6K2 (p) 519-631-5396 (home) / 226-236-5528 (cell) (e) terrytravel@rogers.com</p>	<p>Matt Sharpe 3 Cedar Street St. Thomas, ON N5R 1M4 (p) 226-785-0359 (home) / 519-495-2818 (cell) (e) stthomassharpe@hotmail.com</p>
Zone G Kin	Zone H Kin
<p>Randy Samms 107-380 Exmouth Street Sarnia, ON N7T 5N7 (p) 226-778-0808 (home) (e) randysamms@hotmail.com</p>	<p>Andrew Mantha 944 Ottawa Street Windsor, ON N8X 2E1 (p) 519-258-1772 (home) / 519-796-7751 (cell) (e) amantha@vshbbsurveys.com</p>
Zone J Kin	Zone K Kinsmen
<p>Elaine Johnston RR #1 469 Side Road 30 North Elmwood, ON N0G 1S0 (p) 519-477-2221 (cell) (e) mocheyemj@gmail.com</p>	<p>Tyler Brady 15 Victoria Street Bayfield, ON N0M 1G0 (p) 519-565-5672 (home) / 519-440-2711 (cell) (e) kramrz@hotmail.com</p>

NATIONAL CONTACT INFORMATION

Kin Canada National Headquarters <u>www.kincanada.ca</u>	
1920 Rogers Drive PO Box 3460 Cambridge, ON N3H 5C6	(p) 519-653-1920 / toll free 800-742-5546 (f) 519-650-1091 (e) kinhq@kincanada.ca
Executive Director	Office Manager
Grant Ferron (p) 519-653-1920 ext. 216 (e) gferron@kincanada.ca	Carmen Preston (p) 519-653-1920 ext. 205 (e) cpreston@kincanada.ca
Membership Services Coordinator	Marketing Coordinator
Melina Hayward (p) 519-653-1920 ext. 201 (e) mhayward@kincanada.ca	Nadyne Esson (p) 519-653-1920 ext. 204 (e) nesson@kincanada.ca
Projects Coordinator	Risk Management Coordinator
Lisa Thompson (p) 519-653-1920 ext. 215 (e) ltompson@kincanada.ca	Mélanie Nieson (p) 519-653-1920 ext. 208 (e) mnieson@kincanada.ca
Administrative Assistant	Member Liaison Officer
Bas Zak (p) 519-653-1920 ext. 209 (e) bzak@kincanada.ca	Corie Ruzicka-Olson (p) 306-642-7089 (cell) (e) corie@kincanada.ca
National President	National Director
Kim Peters 111 Kodiak Blvd. North Lethbridge, AB T1H 6V1 (p) 403-308-8771 (cell) (e) kimpeters.kincanada@gmail.com	Brenda Dineen PO Box 2 Palmerston, ON N0G 2P0 (p) 519-343-3624 (home) (e) kindirectorob1518@gmail.com

*When you find people
who not only tolerate
your quirks but celebrate
them with glad cries of
"Me, too!" be sure to
cherish them. Because
those weirdos are your
tribe.*

CYSTIC FIBROSIS CANADA CONTACT INFORMATION

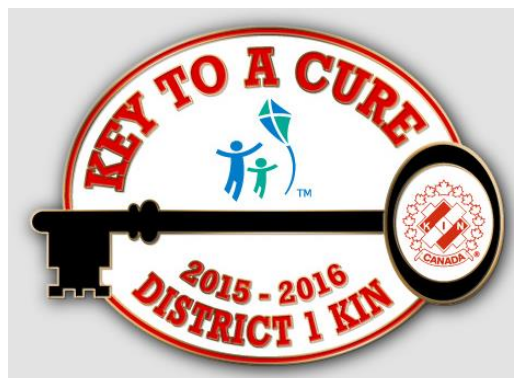
Cystic Fibrosis Canada Head Office <u>www.cysticfibrosis.ca</u>		Cystic Fibrosis Director of Community Engagement (Main Kin Contact)	
2323 Yonge Street Suite 800 Toronto, ON M4P 2C9 (p) 416-485-9149 / toll free 800-378-2233 (f) 416-485-0960 (e) info@cysticfibrosis.ca		Alice Awweh 2323 Yonge Street Suite 800 Toronto, ON M4P 2C9 (p) 416-485-9149 ext. 293 (e) aawweh@cysticfibrosis.ca	
D1 Cystic Fibrosis Director		D1 Cystic Fibrosis Director	
Wendy Rolfe 160 David Avenue Hamilton, ON L9A 3V5 (p) 905-516-9847 (cell) (e) wendy.rolfe@mohawkcollege.ca		Stewart Ruffley 820 Crescent Road Fort Erie, ON L2A 4R4 (p) 905-329-5532 (e) stewartruffley@live.ca	
National Kin/Cystic Fibrosis Chair		National Service Director	
Helen Meinzingher 2134 Maple Forest Drive North Gower, ON K0A 2T0 (p) 613-864-6325 (home) (e) azinger01@hotmail.com		Davina Thuroo 275-10 th Street SW Medicine Hat, AB T1A 4R3 (p) 403-527-7876 (home) / 403-548-0188 (cell) (e) davina.thuroo@prrd.ab.ca	

Canadian service organization Kin Canada is Cystic Fibrosis Canada's oldest partner whose continued commitment has made a difference in the lives of Canadians with cystic fibrosis. Kin Canada's continued commitment to Cystic Fibrosis Canada has been the driving force behind cystic fibrosis research, clinical care and advocacy advancements. Dedicated Kinsmen and Kinettes have done an outstanding job at both raising money and awareness for this devastating disease. In 2012, Kin Canada surpassed the \$40 million fundraising milestone – *a tremendous achievement!*

Cystic Fibrosis Canada is honoured to be part of this outstanding partnership that has come a long way since its establishment in 1964. When Kin Clubs of Canada first joined the fight against cystic fibrosis, children diagnosed with this devastating disease were not expected to live past the age of kindergarten. Today, almost 60 percent of Canadians with cystic fibrosis live well into adulthood, with many attending universities, having families and participating actively in their communities.

Kin members spend countless hours each year both organizing and participating in fundraising events and activities in support of Cystic Fibrosis Canada. They hold golf tournaments, lotteries, telethons, galas, bake sales and bottle drives to upkeep their commitment to raise awareness of and help find a cure or control for cystic fibrosis.

Cystic Fibrosis Canada is truly inspired by Kin Canada's commitment and we look forward to many more years of success and friendship.



DISTRICT ONE CLUB INFORMATION

Clubs in District One

Zone A	Zone B	Zone C
Brantford (1) Burlington (1) Cambridge-North Dumfries (1) Cambridge (Preston) (1) Flamborough & District (3) Guelph (2) Hamilton (1) Kitchener-Waterloo (1 & 2) Oakville (1 & 2) Preston (2) Stoney Creek (1) Waterloo Grand River (1) Woolwich (3)	Belgrave (1) Centre Wellington (2) Drayton (1 & 2) Fergus & District (1) Harriston (1) Listowel (1 & 2) Lucknow & District (1 & 2) Monkton & District (1) Mount Forest (3) Palmerston & District (2) Wingham (3)	Beaver Valley (1 & 2) Collingwood (2) Feversham & District (1) Flesherton (1) Flesherton & District (2) 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 & 2) Fort Erie (1 & 2) Garden City (3) Grimsby (1 & 2) Niagara on the Lake (1) Ridgeway Crystal Beach (3) Stevensville (1 & 2)	Aylmer (1) Delhi (1 & 2) Dorchester & Area (1) Elgin-St. Thomas (2) 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) Tilbury & District (1) Wallaceburg (1)
Zone H	Zone J	Zone K
Harrow (1) LaSalle (3) Leamington (1) Windsor (3)	Chesley (1 & 2) Hanover (1) Paisley & District (1) Saugeen Shores (3) Tara & District (2) Teeswater & District (1) Walkerton (1 & 2)	Clinton & District (1 & 2) Goderich (1 & 2) Hensall & District (1 & 2) Mitchell & District (1 & 2) St. Mary's (1 & 2) Stratford (1)

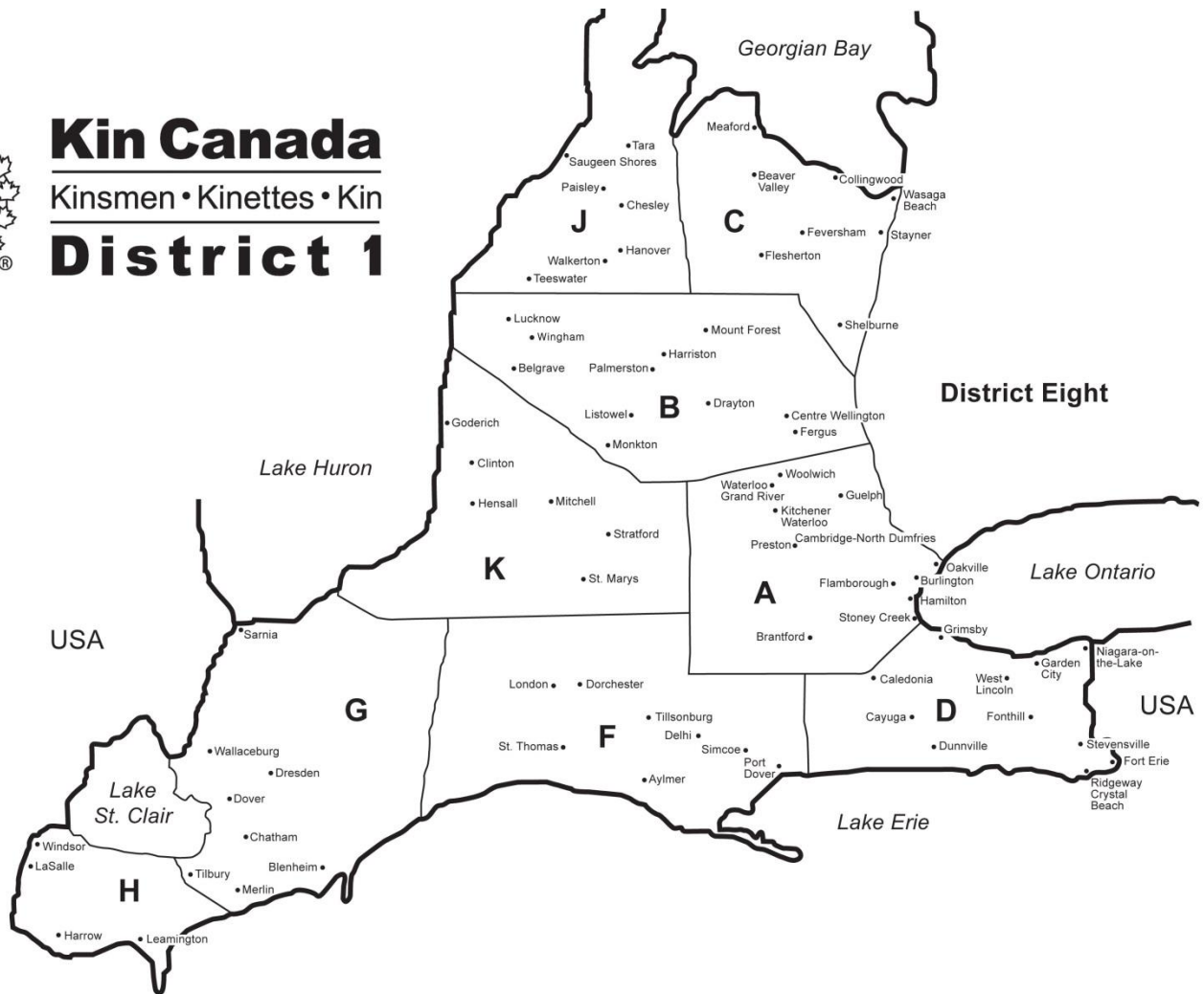
Legend:

(1) Kinsmen Club	Total = 59 Clubs
(2) Kinette Club	Total = 34 Clubs
(3) Kin Club	Total = 9 Clubs
District One Clubs	Total = 102 Clubs

District One Boundary Information – Zone Map



Kin Canada Kinsmen • Kinettes • Kin **District 1**



Kin Canada Boundary Information – District Map



IMPORTANT DATES

District Meetings

District Leadership Seminar (DLS)	Cambridge – Kin Headquarters	June 12 th – 14 th , 2015
District Pre-Term Meeting	Cambridge – Kin Headquarters	June 14 th , 2015
Successful Kin Seminar – open to all D1 Kin	Cambridge – Preston Kin Hall	September 12 th , 2015
District Council Meeting	Cambridge – Kin Headquarters	September 13 th , 2015
Fall Leadership Conference (Komic Kin) – NOTE there will be a council meeting & dinner on Friday afternoon	St. Thomas	November 6 th – 8 th , 2015
District Mid-Term Meeting	Stratford – Queens Inn	January 29 th – 31 st , 2016
Spring Convention (80s TV Shows) – NOTE there will be a council meeting & dinner on Friday afternoon	Fort Erie	April 29 th – May 1 st , 2016

Cystic Fibrosis & Service

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

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

Risk Management

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

Accredited Delegate Forms

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

DEPUTY GOVERNOR CRITICAL PATH

April / May 2015

- ☐ Meet with current zone leader to determine existing programs, problem areas, etc.
- ☐ Prepare profile of yourself for distribution
- ☐ Organize club executive seminar to take place between May 15th and September 15th
- ☐ Prepare pre-term report for district

June / July 2015

- ☐ Attend District Leadership Seminar (DLS) and 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
- ☐ Review accredited delegate voting procedures, as you may want to go over this new voting procedure during club visits
- ☐ 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
- ☐ Promote National Convention

July / August 2015

- ☐ Send letter to newly-elected Club Presidents, introducing yourself and congratulating them on their election
- ☐ Update your profile and zone page on the www.district1kin.ca website
- ☐ Promote inter-clubs – perhaps set up a travel incentive (i.e. traveling basket)
- ☐ Review General Operating By-Laws
- ☐ Prepare files and get yourself organized
- ☐ Complete club executive installations by start of new Kin year

August / September 2015

- ☐ Attend National Convention if possible (Brandon)
- ☐ Review requirement for Outstanding Zone Award (attached in planner)
- ☐ Prepare first newsletter
- ☐ Schedule membership workshops (recruitment or retention) / work with the District Membership Director for ideas to promote in your clubs
- ☐ Encourage clubs to include HREF and Cystic Fibrosis donations in their service budgets
- ☐ Promote Outstanding Master Club Award to club Presidents
- ☐ Promote Boake Efficiency Award to club Presidents

September / October 2015

- ☐ Attend Successful Kin Seminar
- ☐ Attend District Council Meeting
- ☐ Become acquainted with National programs
- ☐ Conduct remaining installations
- ☐ Write report for Fall Leadership Conference & District Council Meeting
- ☐ Contact Club Presidents and stress the importance of their attendance at Fall Leadership Conference (FLC)

October / November 2015

- ☐ Attend Fall Leadership Conference & District Council Meeting
- ☐ 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 Presidents regarding Insurance Questionnaire
- ☐ Work on second newsletter to clubs

November / December 2015

- ☐ 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

December / January 2016

- ☐ Write mid-term report
- ☐ Get together with host club for zone conference to plan your meeting needs
- ☐ Prepare third newsletter
- ☐ Prepare and hold mid-term President's meeting
- ☐ How are you doing on the Outstanding Zone Award?

January / February 2016

- ☐ Cultivate your successor
- ☐ Plan zone conference
- ☐ Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair
- ☐ Review voting procedures for your zone conference
- ☐ Call for resolutions (at either Zone and/or District level)
- ☐ Attend District Mid-Term meeting
- ☐ Order supplies for Zone Conference (i.e. awards, plaques etc.)
- ☐ Ensure clubs have HREF information to forward to the schools

February / March 2016

- ☐ 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 zone conference
- ☐ Prepare speech for visitations
- ☐ Conduct second round of visitations
- ☐ Encourage Founder's Night celebrations
- ☐ Collect Zone Accredited Delegate Forms for Zone Conference
- ☐ Stimulate clubs to apply for District and National Awards
- ☐ Promote District Convention

March / April 2016

- ☐ Meet with incoming Deputy Governor 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
- ☐ Consider running for another position – contact the current executive with any questions
- ☐ Encourage clubs to order installation and turnover supplies
- ☐ Forward all Zone Award winners to District for competition

April / May 2016

- ☐ Check progress toward Outstanding Zone Award
- ☐ Encourage candidates for Zone & District positions
- ☐ Remind clubs to send in HREF and Cystic Fibrosis Donations / bring them to Spring Convention
- ☐ Promote and encourage participation in Great Strides Walk for Cystic Fibrosis

May / June 2016

- ☐ Write year-end report
- ☐ Prepare final newsletter
- ☐ Attend District Convention
- ☐ Ask clubs to notify incoming Deputy Governor(s) when installations are to be held

June / July 2016

- ☐ Pass on zone materials to incoming Deputy Governor(s) and meet to discuss final details

July / August 2016

- ☐ Review National resolutions
- ☐ Attend National Convention if at all possible (Edmonton)

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 feedback.
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.

COMMUNICATION

District Council Meetings Reports

Written reports will be expected from each Deputy Governor for each council meeting. Through the reports, the BTTF Executive will become aware of what is happening in your zone. Without your input, many of the activities, questions and concerns could go unknown and as a result, unanswered. All reports are shared only with the council (Executive and fellow Deputy Governors) and therefore should be completely honest with what is actually happening in your zone. Please respect Secretary Debbie's deadlines for the reports as she will be compiling them and distributing them to the council for review prior to our council meetings.

Written reports should include the following information:

- 🌀 How your club visitations are doing
- 🌀 Meetings including installations, zone meetings, zone conference progress
- 🌀 Membership information – clubs with concerns, new member growth, potential charters etc.
- 🌀 Any achievements by individuals within your Zone
- 🌀 Cystic Fibrosis Activities – money raised, projects planned, exciting news
- 🌀 Special events such as Life Memberships, Anniversaries, etc. happening in your zone
- 🌀 Potential bids for FLC and/or Spring Convention hosts
- 🌀 Potential candidates for Zone, District and National officers
- 🌀 Highlight anything additional that is happening in your zone

During our BTTF council 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.

Please remember that at any point if you wish to talk to the Governors or Executive Members, we are only a phone call away!

PROGRESS
is IMPOSSIBLE
WITHOUT CHANGE,
& those who cannot
CHANGE THEIR minds
CANNOT
CHANGE Anything.
- George Bernard Shaw

District Website

The District One 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 and each individual club. Remember that the district website is what you make of it. If you have important information about your zone (and clubs within your zone) and it is not on the website, make sure you update it!

As done in the past, the District Executive and Deputy Governors will be responsible for maintaining the website. As a Deputy Governor, clubs may provide you with news, photos, event information, success stories etc. that they want to share with other clubs in the district.

If a club has a website external to www.district1kin.ca:

- ⇒ Please forward the link to Web Master Russ for inclusion in the District One Directory
- ⇒ Encourage President's to submit news, photos, etc. to you for inclusion on the zone page

⇒ Encourage President's to submit their website for any applicable zone, district and national awards

If a club does NOT have a website / utilize www.district1kin.ca:

⇒ Stay on top of events and successes to promote on the zone page

⇒ Encourage President's to submit news, photos, etc. to you for inclusion on the zone page

⇒ Encourage President's to talk to Web Master Russ about using the district website to personalize a club page

Please remind your President's to keep you informed with what is happening in their club. This will ensure that as much information as possible is being shared with the district and the community.

The District One Website is the authoritative source of information for the district. Remember that posts on social media only reach a certain percentage of members; however the website is accessible to everyone. It is recommended that when posting on social media you first update the appropriate section of the website, and then post the link to that section on social media. This will ensure that special events and important information is being shared consistently for all members.

Facebook

With technology changing each and every day, it is not easy for users to grasp the unspoken rules of the social interactions within. Still, there is a general agreed upon courtesy or etiquette for online communication which we can apply to the phenomenal social networking site. Nevertheless, there is no such thing as hard and fast rules for spontaneous social interactions because they are ever-changing.

Six “do’s” when it comes to using Facebook:

1. Private message rather than writing on someone's wall
2. Be mindful of what you post
3. Pick up the phone and call someone to tell them personal news rather than sharing via social media
4. Make sure you reply to comments when a question is asked
5. Avoid posting comments on EVERYTHING
6. Watch your tone when updating or commenting

Six “don’ts” when it comes to using Facebook:

1. Make friend requests to strangers
2. Tag your friends in not so flattering photos
3. Overshare yourself and your personal life
4. Vent about work or Kin
5. Post chain status updates (no you will not die if you don't share the post)
6. Put down others

National Headquarters manages the “**Get on Board**” Facebook group. This group is for Kin across Canada and you must be “approved” to join it. Here you will find posts regarding events, celebrations, updates to the National website etc.

The district maintains a group on Facebook called “**District 1 Kin**”. This group is private and you must be “approved” by the group administrator to join the group. In the District 1 Kin Facebook Group you can:

- 🚫 Post your events
 - *It is recommended that you first update your club / zone website page and share the link to the website in the Facebook group*
- 🚫 Ask questions for feedback from other members and clubs
- 🚫 Discussion opportunity

Many past Deputy Governors have already started a Zone group / page. Make sure you talk to the outgoing Deputy Governor to take over the administration of the Zone Facebook group / page. The Zone Facebook groups / pages are a great place to keep members of that Zone and the general public in those communities

up to date regarding upcoming events, celebrations etc. Again, it is recommended that you first update your Zone website page and share the link to the website in the Facebook group / page. *Reminder – the Zone groups / pages are usually public access and therefore you should keep all posts positive. This is not the place to discuss any issues or concerns.*

Numerous clubs have also started their own club group / page. As a Deputy Governor, you should join their group or “like” their page so you can also keep up to date with what they are posting. There are usually one or two administrators that look after what is being posted, shared and commented. *Reminder – the club groups / pages are usually public access and therefore you should keep all posts positive. This is not the place to discuss any issues or concerns.*

Kinship One

Throughout the Kin year there will be four publications of Kinship One. In order to ensure the District Publication of Kinship One is the best it can be, it is imperative that Communication Director Terri is kept in the loop on the happenings of District One. Deputy Governors should continually send her the following either via email or by placing it into the Kinship One folder in Dropbox:

- 📷 Photos with a brief write up after
 - Events – Service, Cystic Fibrosis etc.
 - Life Memberships
 - Cheque Presentations in Communities
 - Celebrations
- 📷 Quill submissions
- 📷 Feel good stories
- 📷 Member highlight

Advertising Rates – Kinship One / www.district1kin.ca

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 Kinship One four times per year, with one copy mailed to each club twice per year.

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

**Business card ads will be “run of press”; larger ads will be placed appropriately depending on the 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 15th, 2015	1st Week of October 2015
Winter ONLINE Issue	December 1st, 2015	3rd Week of December 2015
Spring PRINT Issue	March 1, 2016	4th Week of March 2016
Wrap-up ONLINE Issue	June 1st, 2016	3rd Week of June 2016

PROTOCOL GUIDE

Official Visits

During their term in office, Deputy Governors, BTTF Executive Team Members and National Officers will make many official visits with the members (i.e. club installations, club visits, zone meetings and district conventions). These visits are part of their contribution to our association and it should never be forgotten that they too are volunteers. 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).

- 🔴 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.
- 🔴 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.
- 🔴 If applicable:
 - 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.
 - 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 and advise the hotel that your guest is a VIP (they may offer you a free upgrade).
 - Arrange for all transportation while your guest is in town.

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

- 🔴 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

Toast to the Association: should be given by the second highest-ranking Association officer present

Reply to the Toast to the Association: should be given by the highest-ranking officer present

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:

Toast to the Ladies: should be given by an experienced Kinsman

Reply to the Toast to the Ladies: should be given by the highest-ranking Kinette officer present

Toast to the Partners: should be given by an experienced Kin member

Reply to the Toast to the Partners: should be given by the highest-ranking officer of the opposite sex present

Tips for Toasts

- ❖ Ensure that the person doing the Toast and the person doing the Reply are identified to one another and are given the opportunity to prepare
- ❖ It is always considered poor protocol to give the request to do a Toast or Reply with only a few moments' notice
- ❖ It is always a good idea to make the Toast and Reply request well in advance of the event
- ❖ Ensure the person making the Toast has a beverage in an appropriate glass so that they can complete their Toast

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).

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.

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.

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.

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.

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.

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.

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.

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.

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.

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) and wait to be recognized
- H Have your thoughts ready and organized
- A Address the chair
- I Introduce yourself
- R Render your wisdom

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).

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.

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 or 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.

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.

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.

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.

Question of Privilege:

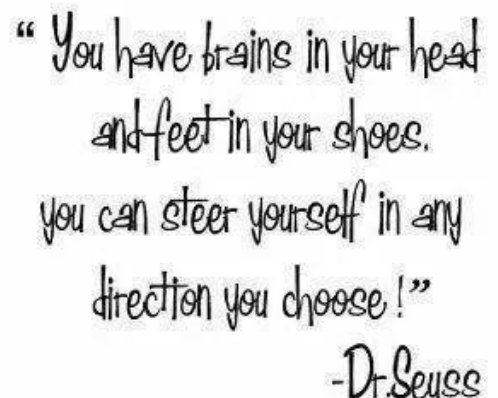
If a member feels that their own or the Club's or the Association's reputation or position is endangered, they are entitled to "RAISE A QUESTION OF PRIVILEGE".

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.

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.



" You have brains in your head
and feet in your shoes.
you can steer yourself in any
direction you choose!"
-Dr. Seuss

VOTING PROCEDURES

Voting Types

Straw Vote:

- Non-binding decisions only
- There is no motion involved
- Everyone in the room can vote
- Examples: Who is in favour of taking a break now? How many people need the heat turned up?

Show of Hands Vote:

- Used for binding decisions - if there's a motion on the floor, it's a binding decision
- Accredited Delegates ONLY
- A member can be an Accredited Delegate for multiple clubs, but will receive only one voting card (NOT one for each club)

Ballot Vote:

- Used for all elections, and any instance where a ballot vote is requested in accordance with the National Policies and Procedures
- Accredited Delegate receives ballots equal to their official club membership as per the General Operating By-laws guideline
- A member who is an Accredited Delegate for multiple clubs may cast ballots for all of them

Voting at Zone / District / National

You are a member of a local club. The clubs themselves are the members of the national organization known as Kin Canada. As such, only clubs have the right to vote at zone conferences and district and national conventions. Each Member Club shall be entitled to only one vote, exercised only by the Accredited or Alternate Accredited Delegate who has been duly appointed by the Club and confirmed by the Credentials committee.

Meeting Procedures

No business shall be transacted during the convention unless a quorum is present. A quorum shall consist of a majority of the Accredited Delegates (or Alternate Accredited Delegates, as applicable) duly registered with the Credentials committee and present at the meeting.

Credentials Desk

The credentials desk is open at the start of business each day. Any Accredited Delegate (AD) or Alternate Accredited Delegate (AAD) who does not register at the Credentials desk shall be deemed to have abstained the Club vote they hold.

Voting

Only confirmed Accredited Delegates can vote on behalf of a club. In a show of hands, the AD has one vote.

In a poll or ballot vote the AD has votes equal to their club's official national roster, as stated in the General Operating Bylaw and confirmed by the credentials committee. An AD can cast poll or ballot votes for their own Club, as well as for other clubs that have designated them to be their AD or AAD. A poll or ballot vote may be called, regardless of whether a show of hands vote has been taken, if the Chair has not yet moved on to the next order of business, and a poll or ballot vote is requested by:

- (i) in the case of a National Convention, any 10 ADs or AADs; or
- (ii) in the case of a District convention or conference, at least 10 ADs or AADs; or
- (iii) in the case of a zone conference, at least five ADs or AADs;

A poll vote is a recorded vote of the registered ADs (or applicable AADs) present.

A ballot vote is a secret vote of the registered ADs and AADs present.

The Credentials committee will decide how to conduct a poll or a ballot vote.

CEREMONIES

Initiation

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:

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 467 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.

Executive Installation

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(s)

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(s)

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 _____.

District One Outstanding Zone Award

NOTE: The Outstanding Zone Award is awarded to one Kinette Deputy Governor and one Kinsmen Deputy Governor. The award criteria is the same for both.

Purpose:

This award shall be presented annually at District Convention to encourage excellence in leadership among the Kinsmen and Kinette Deputy Governors of District One.

Management:

The judging shall be on 10 categories noted below, each worth 10 marks, and will be done by the District Governor(s).

Reward:

The winning Kinsmen and Kinette Deputy Governor will be given a personal plaque.

KINSMEN & KINETTE OUTSTANDING ZONE AWARD WORKSHEET

Categories		Available Points	Awarded Points
1.	Club visitations completed, reports filed, installations completed	10 points	
2.	President's meetings held i.e. executive seminar, midterm, etc.	10 points	
3.	Communications with clubs and with District	10 points	
4.	Financial - follow up on Zone dues, District dues and National dues - other District/National projects - CF	10 points	
5.	Reports - to council meetings, Kinship 1, other necessary information; i.e. budgets as requested	10 points	
6.	Zone Conference - notification to clubs, chairmanship of meetings, encouragement of participation in awards and elections	10 points	
7.	Kinsmen relations	10 points	
8.	Council meetings - attendance, participation	10 points	
9.	Conventions - attendance (FLC, District, National) promotion of conventions	10 points	
10.	Membership - personal sponsorship, promotion in the zone, participation in charter investigations	10 points	
GRAND TOTAL		100 POINTS	

