



# Being an Effective Committee Chair

Prepared by

The Eastern Canada and Caribbean District  
Education Committee

“Tell me and I forget,  
teach me and I may  
remember, involve me  
and I will learn.”

Benjamin Franklin



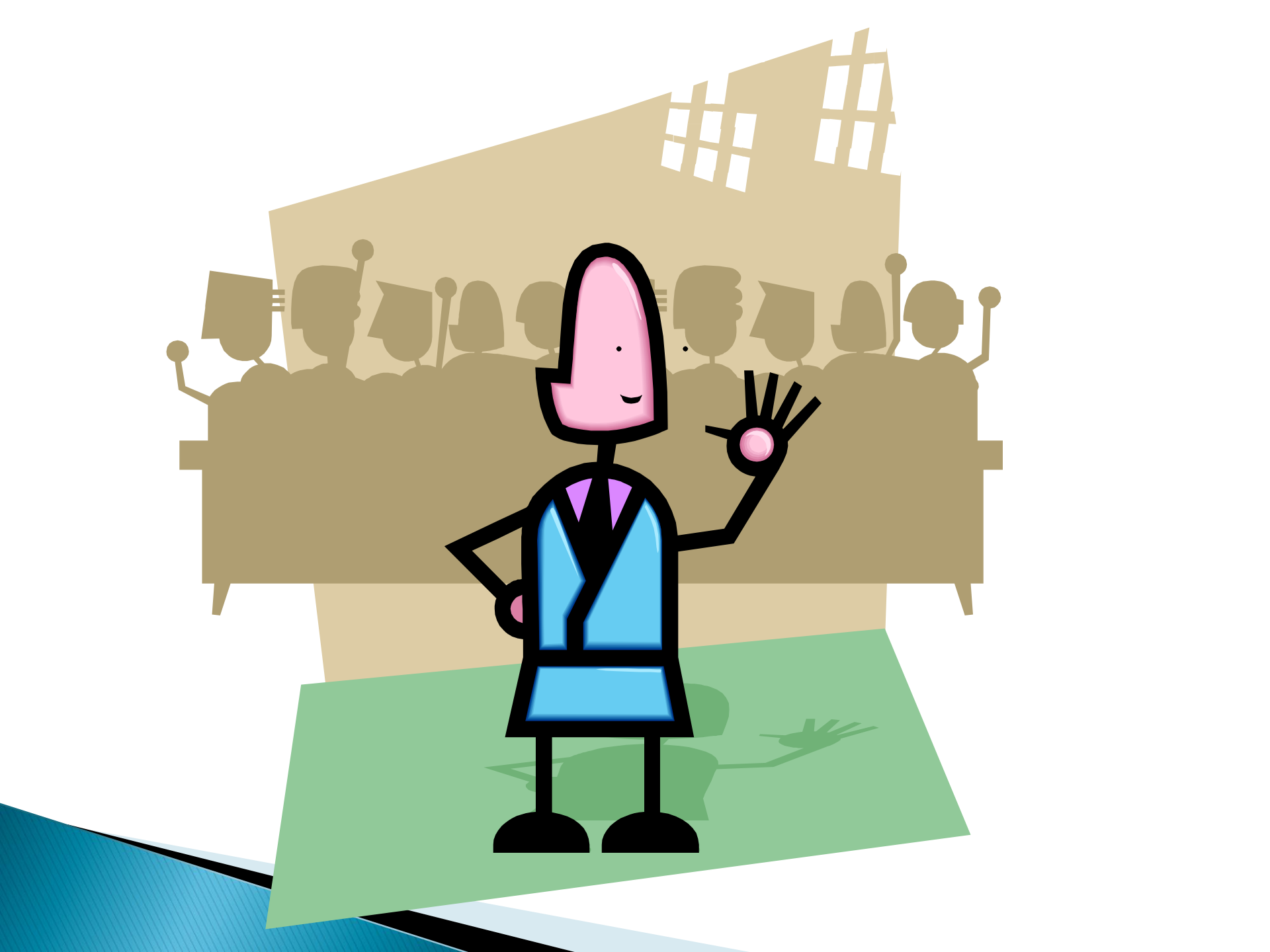
# Education Module

**“Being an Effective Committee Chair”** is the fourth in a series of four Education Modules, being presented to every club in the Eastern Canada and Caribbean District during the 2013 – 2014 administrative year.

# The Club President

Your President is the CEO of the club.

The President works with their executive to develop goals for the year that will enhance the member experience and increase the impact of the club's service in the community and beyond.



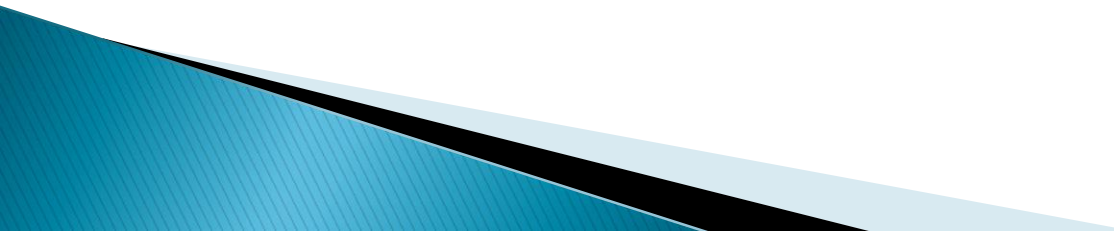
To accomplish the goals established for your club, the President relies on the committees and the chairs who oversee the work of the committees.



# A Message to the Incoming Club President

- **In August**, appoint your Committee Chairs
  - **In August**, provide a Training Session for ALL Committee Chairs even if they are repeating
  - Discuss the club budget
  - Direct your Committee Chairs to be totally prepared **before** October 1st
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# A Message to the Incoming Club President

- Share the incoming Governor's goals and Lieutenant Governor's goals for the coming year
  - Share your goals for the year
  - Ensure your goals are "in sync" with the goals established for the District and the Division
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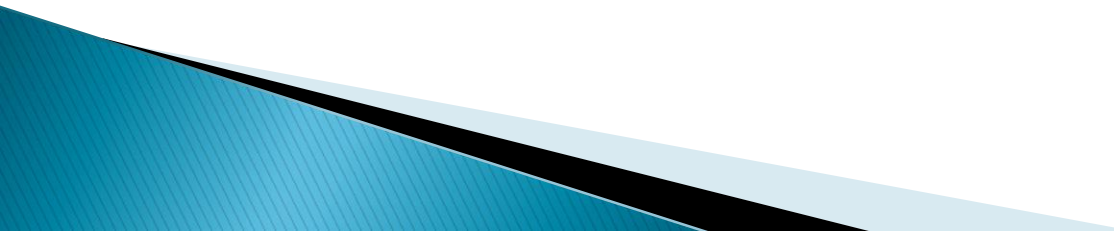


# Start Planning Now

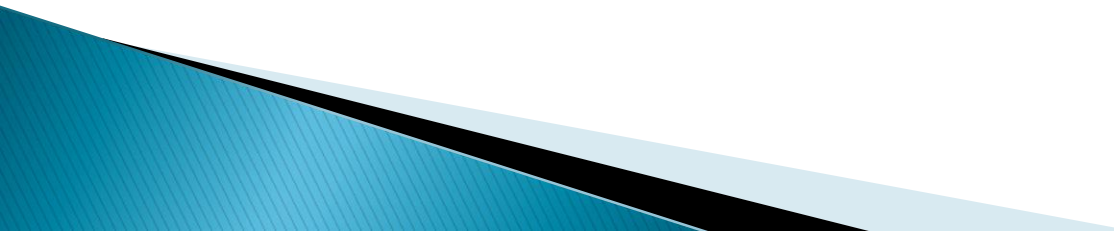


# Committee Chair


“The leader of a group assigned to accomplish a specific task to support the overall goals of the club”



# Chairs of the “Four Pillars”

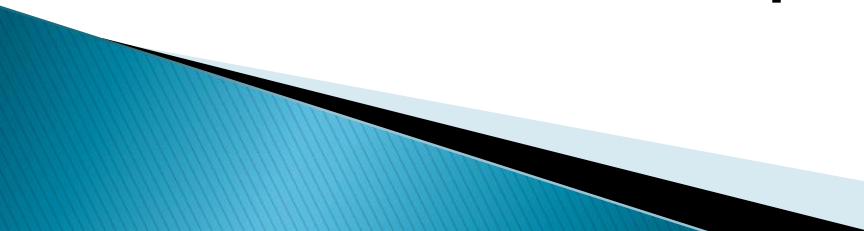
- Membership Growth and Retention
  - Visibility and Awareness
  - Education
  - Finance
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# Additional Club Chairs

- Service Leadership Programs
  - Service Projects
    - Young Children Priority One
    - ELIMINATE
    - Additional club projects
  - Fundraising Projects
  - Other Committees of Your Club
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# Role of the Committee Chair

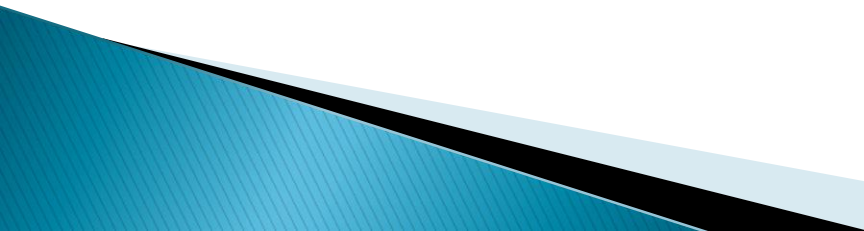
The effective committee chair organizes their responsibilities:

1. Getting Started
  2. Working with the President
  3. Working with the Committee
  4. Budgeting
  5. The “Wrap-Up”
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# Getting Started



# Getting Started

- Develop a team of interested members interested in the work of the committee
  - Determine if this is a committee that needs to meet throughout the year or for a limited period within the year
  - Call the first meeting well before the start of the new administrative year which begins October 1<sup>st</sup>.
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# Getting Started

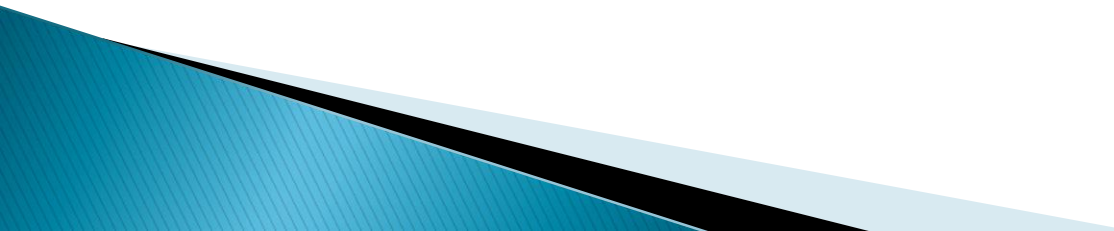
## In August ...

- Obtain the club's Committee Chair job description from the appropriate person – the previous chair, the secretary, the incoming president
- If this is a new committee, seek advice from others who have started a club committee “from scratch.”

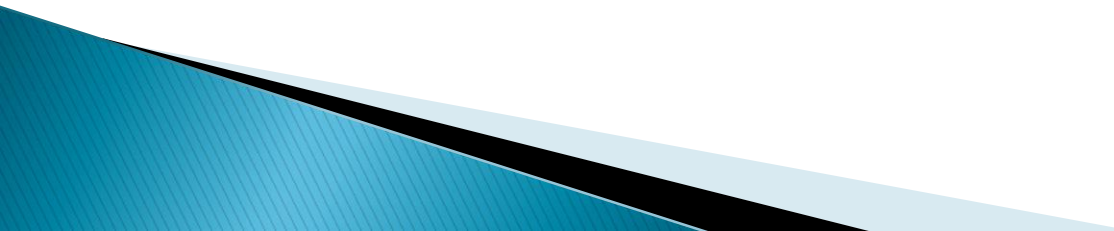


# Getting Started

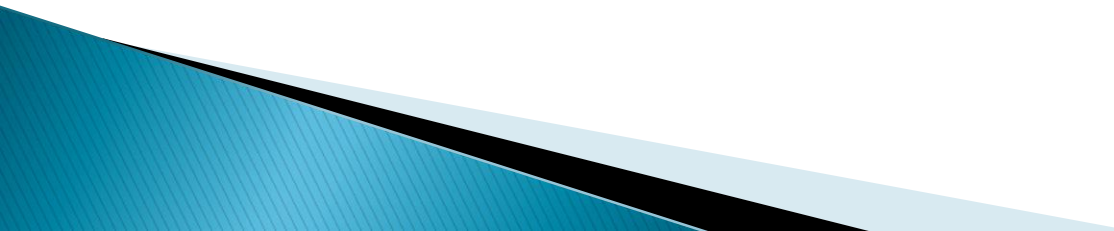
## In August ...

- Meet with the Kiwanian who held the position previously to review matters related to the committee.
  - Invite the previous chair to be a member of the committee and ask them to be your mentor.
  - Invite experienced as well as new members who have an interest to sit on the committee.
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# Working With the President

- **IMPORTANT** - Attend the Club President's training session in August
  - Be certain you clearly understand the expectations the President has for the year related to your committee
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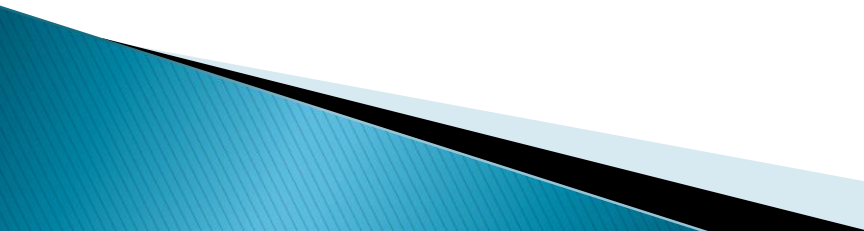
# Working With the President

- Keep the President informed.
  - Report your committee's activities regularly to the Club President and Board of Directors.
  - When necessary, seek advice from the President
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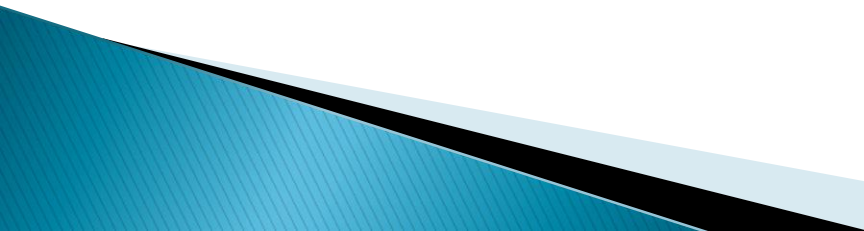
# The Budget



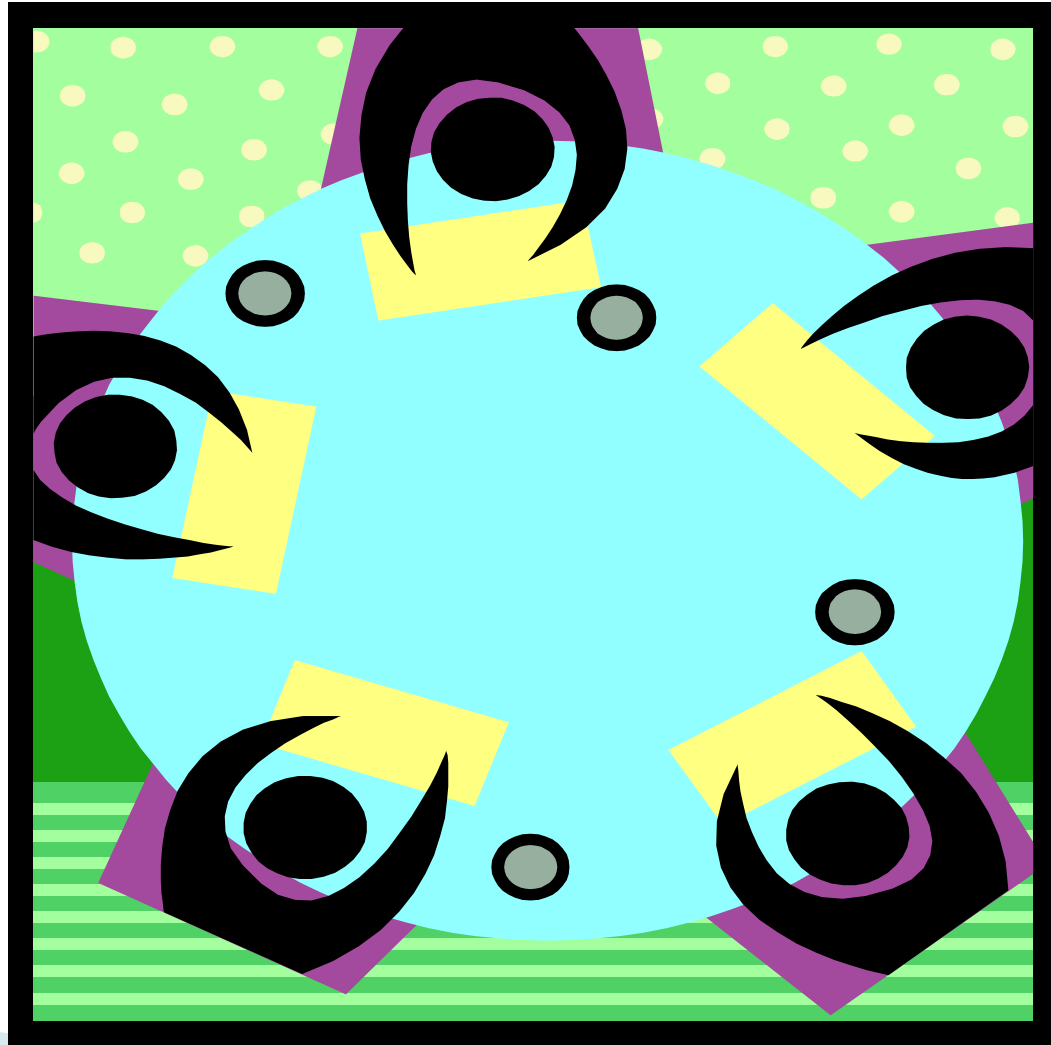
# The Budget

- Determine if funds will be available from the club budget to support the work of your committee
  - If you have costs, submit a committee budget to the treasurer for consideration in the overall club budget for the year
  - Report expenditures and submit receipts to the treasurer in a timely manner, as soon as possible after the expenses are incurred
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# The Budget

- **IMPORTANT** - Never go over budget without board approval
  - Report an anticipated surplus to the Treasurer
  - Follow appropriate procedures if it appears that there are any issues related to your committee's budget
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# Working With the Committee




# Working With the Committee

- Call the first meeting of the committee at the appropriate time
  - Share the President's goal with the committee
  - Seek the committee's input on how the goals will be achieved
  - Determine how the outcomes will be measured
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# Working With the Committee

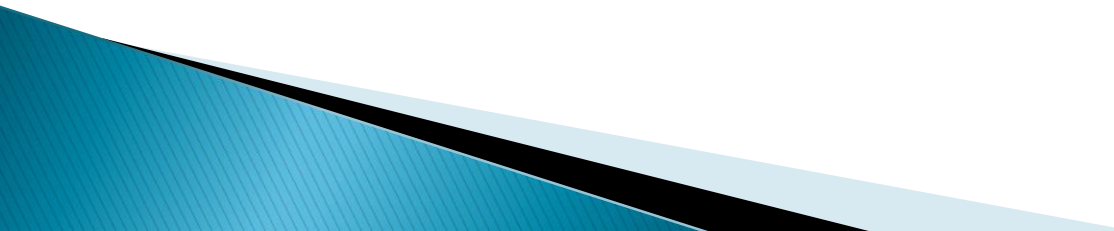
- Develop a work plan with specific dates for each task
  - Review the budget
  - Develop a meeting schedule for the year
  - Seek input from all members
  - Refer to the work plan regularly to ensure you are on track to meet the goals
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# Working With the Committee

- Provide positive feedback
- Be diplomatic when necessary
- Express thanks on behalf of the President regularly
- Have FUN!



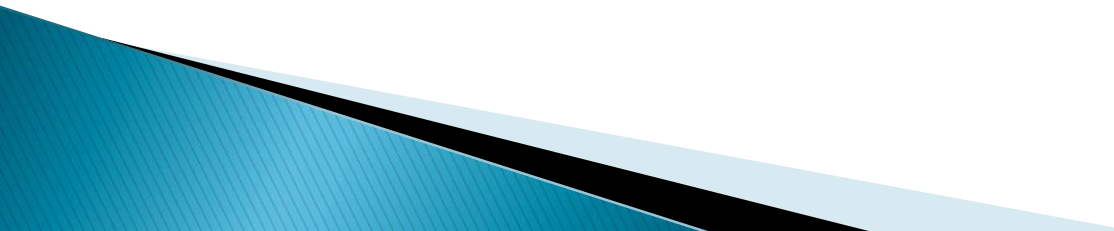
# The Wrap-Up

- Determine if the goals have been met
  - Make a final report to the Board
  - Ensure all financial items have been managed
  - Thank the committee members
  - **IMPORTANT** – Mentor your successor
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# Tips for Success



# Tips for Success

- Be open to everyone's ideas and suggestions
  - Provide positive feedback to your committee members
  - Be sure to regularly acknowledge everyone's contributions
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# Tips for Success

- Keep your president informed of your committee's progress
  - Submit regular reports to the club's Board of Directors as requested
  - Seek feedback from the President and Board to ensure that you and your committee are “on the right track”
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# The Secrets

The three secrets to becoming an effective chair:

- 1. DELEGATE**
  - 2. DELEGATE**
  - 3. DELEGATE**
- 



- Seek out your mentor and request their advice – that is most likely the person who did the job last year
- Be a mentor to the person who will follow you!



# Committee Chair Resources

**Guide – Committee Chair Guide Workbook**

[www.kiwanis.org/kiwanisone/lead/...](http://www.kiwanis.org/kiwanisone/lead/...)

**E. C. and C. Mentoring Module**

[www.kiwanisecc.org](http://www.kiwanisecc.org)



# Questions

