

Presenter Guide for “Kiwanis Etiquette at Meetings”

Note to President – Please pick a Presenter that can put a “positive spin” on this presentation. It can be a sensitive topic for some clubs. Our objective is to Educate, not infuriate.

District Education Module	Kiwanis Etiquette at Meetings
Distribution Date	Within the 4 th quarter of the 2014-2015 administrative year in accordance with the approved Committee Work Plan.
Target Group	All members of Kiwanis
Delivery Method	<ol style="list-style-type: none"> 1. Module and instructions to be sent electronically by the Governor via the District Secretary/Treasurer to the Lieutenant Governors, Club Presidents and Secretaries who will follow the Communication protocol of the EC&C District 2. Information from the module to be presented at the next Divisional Council Meeting by the Lieutenant Governor or his/her appointee 3. Module to be presented as an Education Item at a club meeting during each Kiwanis year 4. Module to be accessible through District website
Projected Outcomes	<p>At the end of this module, you will be able to:</p> <ul style="list-style-type: none"> • Understand the importance of etiquette at meetings and comprehend how this affects our image to the public, our members and other prospective members
Outcome Metrics	Lieutenant Governor to follow up with clubs to confirm delivery of the module at the club level and report same to the Governor via the LG Quarterly Report.