



IL RUOLO DEL PRESIDENTE

TRAINER: VERONICA BERTUCCI



IL RUOLO DEL PRESIDENTE



« NESSUN UOMO SARÀ MAI UN GRANDE LEADER
SE VUOLE FARE TUTTO DA SOLO O PRENDERSI TUTTO
IL MERITO PER AVERLO FATTO».
ANDREW CARNEGIE
IMPRENDITORE U.S.A. DEL XIX SECOLO



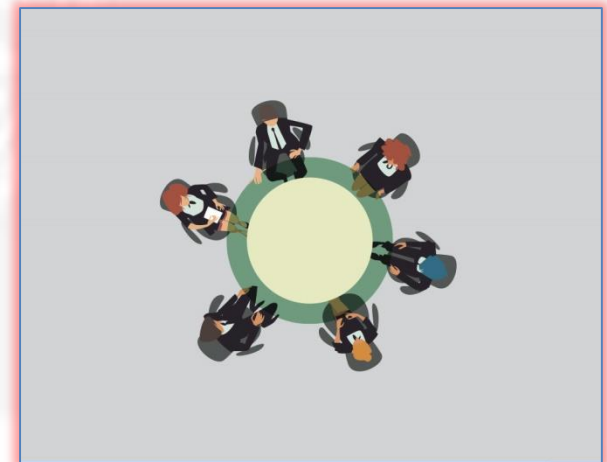
IL RUOLO DEL PRESIDENTE



GLI OFFICER DI CLUB



- ✓ **PRESIDENTE**
- ✓ **PRESIDENTE ELETTO**
- ✓ **IMMEDIATO PAST PRESIDENTE**
- ✓ **UNO O PIÙ VICE PRESIDENTI**
- ✓ **TESORIERE**
- ✓ **SEGRETARIO**
- ✓ **ALTRI OFFICER SE PREVISTI DALLO STATUTO DEL CLUB**



ART. VI SEZ. 1 STATUTO



AUTOREVOLE

- GARANTIRE CHE IL CLUB FUNZIONI IN MODO EFFICACE
- GUIDARE IL VOSTRO CLUB CON PROGETTI A BENEFICIO DELLA VOSTRA COMUNITÀ
- CONSOLIDARE L'IMPEGNO E L'ATTIVITÀ DEI SOCI CON L'ESEMPIO
- DARE VITA A INIZIATIVE PER FAR CRESCERE IL NUMERO DEI SOCI DEL CLUB

COMUNICARE CONDIVIDERE COLLABORARE COORDINARE



LEADER

“SE LE TUE AZIONI ISPIRANO GLI ALTRI A SOGNARE DI PIÙ, AD IMPARARE, A FARE DI PIÙ E AD ESSERE MIGLIORI, TU SEI UN LEADER”

JOHN QUINCY ADAMS







LEADER – SERVITORE

È PRIMA UN SERVITORE.

NASCE CON LA NATURALE
PREDISPOSIZIONE DI CHI VUOLE SERVIRE,
SERVIRE PRIMA.

POI IL DESIDERIO DI PORSI COME GUIDA
PER GLI ALTRI.

LEADER TRADIZIONALE

PRIMA È LEADER E POI SERVE. LA
PREOCCUPAZIONE PRIMARIA È QUELLA DI
AVERE POTERE E CONTROLLO E SOLO
SUCCESSIVAMENTE DI DETENERE QUESTO
POTERE TRAMITE IL SERVIRE.





LEADER - SERVITORE



**ASCOLTO
ATTIVO**

EMPATICO

**SI CURA DI SÉ
E DEGLI ALTRI**

**PERSUASIVO MA NON
MANIPOLATORE O
CONTROLLANTE**

CONSAPEVOLEZZA



LEADER - SERVITORE



CONCETTUALIZZAZIONE

LUNGIMIRANTE

IMPEGNO

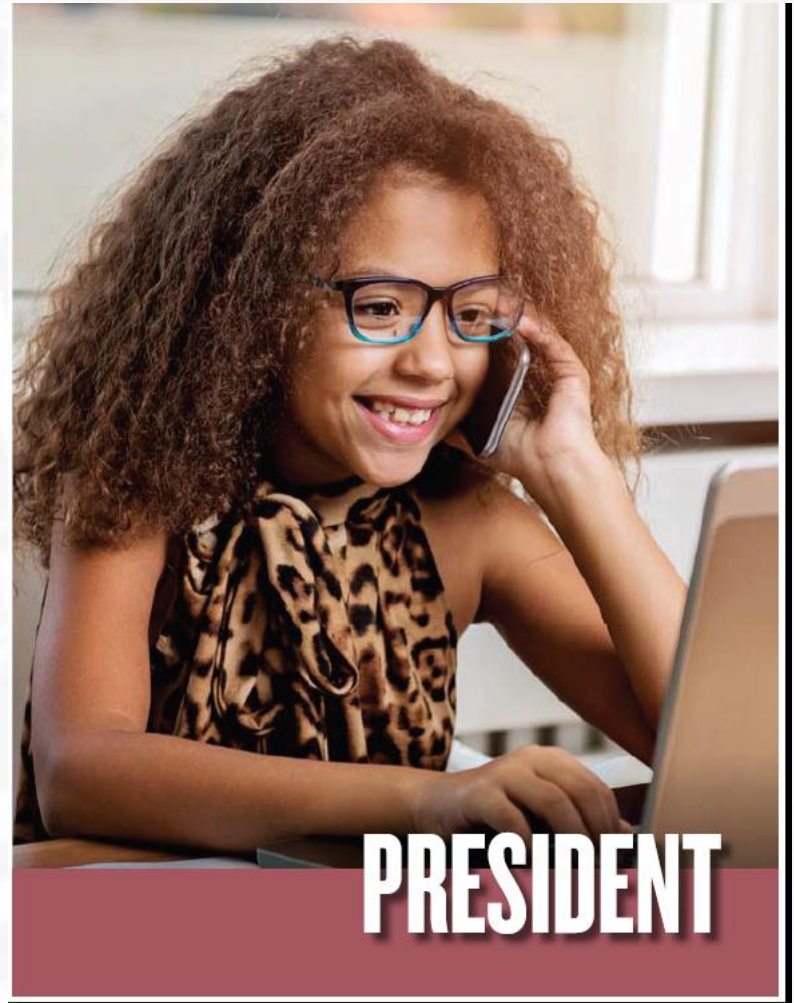
**RESTITUZIONE
ALLA COMUNITÀ**

AMMINISTRAZIONE



PRESIDENTE

2022 CLUB LEADERSHIP GUIDE
[HTTPS://WWW.KIWANIS.ORG/CLUBS/MEMBER-RESOURCES/TRAINING/CLUB-LEADER/CLUB-PRESIDENT-EDUCATION](https://www.kiwanis.org/clubs/member-resources/training/club-leader/club-president-education)



PRESIDENT



PRESIDENT

Your Kiwanis club elected you president because you have the quality of character to lead. As president, you'll ensure your club functions effectively. You'll lead your club in projects that benefit your community. You'll develop initiatives to increase club membership. Above all, you'll develop servant leaders who will fulfill the Kiwanis mission at the club level and beyond. Prepare well. Be a leader who inspires, counsels and steers your club in the direction of membership and service.

RESPONSIBILITIES

As presiding officer of the club and the board, the president works closely with the board of directors and committee chairs to establish and follow a strategic plan, set goals for improving the members' club experience and increase the club's impact in the community by adding new members. Club presidents will find a list of resources online at kiwanis.org/leadershipguide.

DUTIES

- Lead the club's goal-setting process.
- Organize an effective leadership team by appointing and training effective committee chairs.
- Support committee activities to ensure a successful club experience.
- Ensure that the club continues to be relevant to the community and to the members through periodic assessments.
- Facilitate fun, educational and efficient club meetings.

OVERSEES/DELEGATES

- Establish a strategic plan for the club, including goals for membership and community service.
- Gain an understanding of sponsorship responsibilities to Service Leadership Programs.
- Provide club members with Kiwanis' Youth Protection Policies.
- Communicate regularly with club members to keep them informed about the club's business and activities.

SKILLS

- Team building.
- Motivating others.
- Effective communication.
- Inclusiveness.

- Lead effective and efficient board meetings.
- Implement a succession plan for future leaders, ensuring a seamless transition.
- Reward and recognize member and committee achievements.
- Fulfill all other duties documented in the Standard Form for Club Bylaws.

- Promote Interclub and division council meeting participation.
- Encourage district, midyear, district convention, and Kiwanis International convention attendance.
- Publishize goals that a club or member must meet in order to be deemed distinguished.

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REVIEW

- Put a star next to the responsibilities and duties your club is doing well.
- Circle the responsibilities and duties your club is not currently doing.

If you are struggling with any of the outlined duties, please reference kiwanis.org/leadershipguide.

What do I do as Kiwanis club president?

Your main purpose is to help create the best possible Kiwanis club experience for your fellow members. Everything in this workbook suggests ways to lead the best possible Kiwanis club experience in the following areas:

SERVICE

- Assess your club's current projects and determine whether they still meet your community's needs.
- Conduct a community survey to see what new needs exist in your community. Then get your club involved in meeting those needs. A community analysis is best conducted in mid- to late summer.

FUN

- Plan special events at least four times a year exclusively for club members and their families. Invite a fellow member to coordinate. Ideas include Local sports team games, dinner theater, bus trips to nearby attractions, family picnic, holiday party at a member's home, bowling day, miniature golf day.
- Foster fellowship at meetings. Ideas include Happy Dollars, Kiwanis Week trivia question, Guess the Gender, Two Truths & One Lie.

STRENGTH

- Conduct a member satisfaction survey to find out what matters to your club. This is best conducted mid- to late summer.
- Plan a Saturday-morning retreat with club leadership to review results of the member satisfaction survey and the community survey in order to set three club improvement goals for the new fiscal year. A retreat is best conducted in late August/early September.
- Contact your Kiwanis district office for help from the district membership team.
- Ensure your club has members in attendance at the Kiwanis International convention and your district convention. Discuss what was learned at each during a club program.
- Make sure that the club board meets once a month to evaluate progress toward the goals.
- Have meaningful club meetings with an agenda.
- Conduct at least one concentrated membership drive campaign during the year.
- Establish a new member orientation. If your club already does this, seek members' input on possible improvements.
- Make sure that new members receive a meaningful induction.
- Use every possible opportunity to recognize club members and honor their efforts.

PRESIDENT

COMMUNITY AWARENESS

- Invite a member to maintain and consistently update your club's website and Facebook page. (Or invite new members to sign those duties.)
- Encourage members to produce and email a newsletter on a consistent basis.
- Display Kiwanis' most signs at all community entrance points (permitted).
- Display a "Kiwanis Meets Here!" sign in your club's meeting location (with permission).
- Coordinate a press release to all local media for club service projects and fundraisers.
- Hold an annual "Media Appreciation Day."
- Create your new custom club tags at kiwanis.org/customtags.

KIWANIS FAMILY SPONSORSHIP

- Circle K, Key Club, Builders Club, Kiwanis Kids, Milton Club
- Make sure that a member of your club is actively working with each of your sponsored clubs.
- Volunteer your Kiwanis club to help the sponsored clubs on their service projects.
- Plan fun events with sponsored clubs.

THINK ABOUT IT

What qualities do you think make a great leader?



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Club committees and their leadership

Start building your leadership team by choosing reliable and collaborative committee chairs. Your club membership plan fundraising events, invite and educate new members, and develop service projects — for the most part, this is where the actual work takes place. Your club's committee chairs play a key role in connecting new and seasoned members to the work your club does in your community and beyond. That's why you'll want to be thoughtful about who you choose to put in committee leadership roles. Together you and your committee chairs will establish goals for the year. You'll give them guidance, share general expectations and schedule regular check-ins.

YOUR CLUB'S COMMITTEES

Each club has a list of standing committees within its bylaws, and many clubs have continued to add committees for different functions, such as support for specific fundraisers and service activities. Your standing committees likely include:

Financial review*	Education	Special events
Membership	Public relations	Service and fundraising
Growth	Programs	Community service
Relations	Club meetings	Service Leadership Programs

These topics can be divided into separate committees or even subcommittees, depending on your club preferences.

*The only committee required by the Kiwanis International Standard Form for Club Bylaws is an annual financial review committee, unless the club has an equivalent accounting firm to conduct its annual financial examination.

THINK ABOUT IT

What other special committees does your club have?	Will any of these special committees have completed their task by the end of the current year?
Will there be any additional committees added during your year as president?	
Can any of your committees be broken down into subcommittees?	

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TIMELINE

By July 11, appoint all committee chairs. Report your public relations and membership committee chairs to Kiwanis International via the secretary dashboard. By August 1, chair need to select members for each committee.

During August, committees will meet to review materials, goals and timelines. They'll form project schedules and submit a budget proposal for board consideration before the end of September.

If a community analysis is part of your plan, schedule the service and fundraising committee to conduct and complete it by October 1. Consider using the Redesigning your community tool at kiwanis.org/clubtools.

COMMITTEES IN YOUR CLUB

Current leader	Term end date	Possible successor

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2022 CLUB LEADERSHIP GUIDE
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IL PRESIDENTE

È IL LEADER DEL CLUB

PROPONE GLI OBIETTIVI DELL'ANNO

CONVOCA E CONDUCE LE RIUNIONI DI CLUB

PROMUOVE LA CRESCITA E I SERVICE

COMUNICA E MOTIVA I SOCI

ART. VI SEZ. 5 STATUTO STANDARD DI CLUB



IL PRESIDENTE

**SOVRINTENDE E MONITORA LE ATTIVITA', CONDIVIDENDO LA
PROGRAMMAZIONE**

E' OFFICER ESECUTIVO DEL CLUB E MEMBRO DEL CD

E' COMPONENTE DI DIRITTO DI TUTTI I COMITATI

PARTECIPA COL SEGRETARIO AL CD DI DIVISIONE

**E' DELEGATO DI DIRITTO ALLE CONVENTION ASSIEME AL
PRES. ELETTO**



LE SCADENZE

QUANDO SEI PRESIDENTE ELETTO



**GENNAIO/GIUGNO → PARTECIPA AI TRAINING DISTRETTUALI
E DI DIVISIONE PER PRESIDENTI DESIGNATI**

**GENNAIO/GIUGNO → PIANIFICA I SERVICE PER L'ANNO
SUCCESSIVO**

**MAGGIO/GIUGNO → PARTECIPA ALLE CONVENTION
DISTRETTUALI ED INTERNAZIONALI**

ART. VI, SEZ. 6 STATUTO STANDARD DI CLUB



LE SCADENZE



DA PRESIDENTE DESIGNATO

(TRA LA CONFERMA DELLA CARICA NELLA RIUNIONE ANNUALE E PRIMA DEL 1° OTTOBRE)

**ENTRO LA 2° SETTIMANA DI MAGGIO → NOMINA I CHAIR PER L'ANNO
IN CUI SARAI PRESIDENTE, DA PRESENTARE ALL'ASSEMBLEA CHE ELEGGERÀ LE
CARICHE SOCIALI PER L'ANNO SUCCESSIVO**

ENTRO IL 15 LUGLIO → NOMINA TUTTI I PRESIDENTI DEI COMITATI

ART. VI, SEZ. 6 STATUTO STANDARD DI CLUB



LE SCADENZE



DA PRESIDENTE DESIGNATO

(TRA LA CONFERMA DELLA CARICA NELLA RIUNIONE ANNUALE E PRIMA DEL 1° OTTOBRE)

ENTRO IL 1° DI AGOSTO → **COMPLETA LA SELEZIONE DEI MEMBRI DEI
COMITATI**

ENTRO IL 30 SETTEMBRE → **VERIFICA CHE I COMITATI ABBIANO
PREPARATO UNA BOZZA DI PROGRAMMA E DI BILANCIO PER L'ANNO
SUCCESSIVO E UNO STUDIO DELLA COMUNITÀ PER IL 1° DI OTTOBRE**

ART. VI, SEZ. 6 STATUTO STANDARD DI CLUB



LE SCADENZE



DA PRESIDENTE DESIGNATO

(TRA LA CONFERMA DELLA CARICA NELLA RIUNIONE ANNUALE E PRIMA DEL 1° OTTOBRE)

**ENTRO IL 30 SETTEMBRE → COMPLETA LA FORMAZIONE DEGLI OFFICER
DELL'ANNO SUCCESSIVO IN CUI SARÀ PRESIDENTE**

ART. VI, SEZ. 6 STATUTO STANDARD DI CLUB



LE SCADENZE



DA PRESIDENTE IN CARICA
(DAL 1° OTTOBRE AL 30 SETTEMBRE)

ENTRO IL 15 OTTOBRE → TIENI L'ASSEMBLEA PROGRAMMATICA (O CONFERENZA DEL PRESIDENTE)

ENTRO LA SECONDA SETTIMANA DI MAGGIO → TIENI LA RIUNIONE ANNUALE PER L'ELEZIONE DELLE CARICHE SOCIALI DELL'ANNO SUCCESSIVO



LE SCADENZE



DA PRESIDENTE IN CARICA
(DAL 1° OTTOBRE AL 30 SETTEMBRE)

ENTRO IL PRIMO SEMESTRE → **CONVOCA UN DIRETTIVO PER LA VERIFICA DEGLI STANDARD DI PARTECIPAZIONE DEI SOCI**

ENTRO IL 30 SETTEMBRE → **EFFETTUA UNA VALUTAZIONE DEL CLUB, COMUNICA I RISULTATI (I SUCCESSI DEL CLUB NEI SERVICE) E AVVIA IL PIANO DI SUCCESSIONE EFFICACE E “SENZA TRAUMI”**



IL CLUB DI SUCCESSO



**ORGANIZZA
SERATE
INTERESSANTI**

**FOCALIZZA SUI
PROGETTI DI
SERVICE**

**FOCALIZZA SULLA
PARTECIPAZIONE
ED IL
COINVOLGIMENTO
DEI SOCI
SOPRATTUTTO I NUOVI**



IL CLUB DI SUCCESSO



**GENERA IL
DIVERTIMENTO ED IL
SENSO DI
APPARTENENZA**

**CELEBRA IL
RAGGIUNGIMENTO
DEGLI OBIETTIVI**

**SII SEMPRE AL
CORRENTE DELLA
SITUAZIONE
FINANZIARIA DEL
CLUB**



IL CLUB DI SUCCESSO



**INCORAGGIA LA
CRESCITA DEI
LEADERS DEL TUO
CLUB**

**APPUNTA SEMPRE
LA SPILLA DI
PRESIDENTE DALLE
VISIBILITÀ**

**RACCONTA LA
STORIA DEL KIWANIS
E LE ATTIVITÀ DEL
TUO CLUB**



GUIDA





LE DATE IMPORTANTI



ENTRO IL 15 OTTOBRE → PASSAGGIO DELLA CAMPANA

ENTRO IL 31 OTTOBRE → MODELLO AAA5/6 PER CAMBIO RAPPRESENTANTE LEGALE

ENTRO IL 30 NOVEMBRE → ASSEMBLEA PROGRAMMATICA (DEI SOCI) E APPROVAZIONE DEL BILANCIO CONSUNTIVO DELL'ANNO CONCLUSO E PREVENTIVO DEL NUOVO



LE DATE IMPORTANTI



ENTRO IL 31 OTTOBRE → **VERSAMENTO DELLA I RATA QUOTE DISTRETTUALI**

ENTRO IL 31 DICEMBRE → **VERSAMENTO DELLE QUOTE EUROPEE E INTERNAZIONALI**

ENTRO IL 31 DICEMBRE → **AGGIORNAMENTO DELLA DIRECTORY ON LINE**

ENTRO IL 28 FEBBRAIO → **VERSAMENTO II RATA QUOTE DISTRETTUALI**

Grazie

