



Kiwaniis®

CLUB OF DILLSBURG AREA

Policy Title: Standing Committees

Policy Adoption: **January 20, 2020**

Policy Statement:

The Kiwanis Club of Dillsburg functions using the following standing committees

- 1) Young Child Priority One/ Youth Services –Planning projects dealing with children birth to high school, with the focus on birth to age 5
- 2) Community Service – Planning of projects that give back to the local community
- 3) Sponsored Youth – Coordinating with student run organization that we sponsor.
Key Club, Builders Club, K-Kids
- 4) Education and Membership – dealing with the education of members and the recruitment of potential members
- 5) Inter-clubs - Organizing and tracking meetings and events with other Kiwanis clubs
- 6) Fundraising – Planning and initiating our annual fundraisers. The person fulfilling the position of treasurer is always a member of the committee.

Each committee is to include members from the entire club. One person will act as a committee chair.

The responsibilities of the committee chair include:

- 1) Selecting the committee for the year
- 2) Holding committee meetings
 - a. Beginning of year – planning
 - b. End of year – reviewing and evaluating project
- 3) Complete a monthly report of hours for the club secretary
- 4) Complete a monthly report at the board meeting, including requests for funding, requests for new projects

The responsibilities of the committee include:

- 1) Participate in development of plan for the upcoming year
- 2) Vote on funding requests, participation in project, and other as needed.
- 3) Assist in projects as put forth by said committee