

District Secretary

Online training 19 September '23
Kiwanis Europe





https://kiwaniseurope.padlet.org/janvanhove/KAP2023_24_dot

Jan Van Hove • 1m

2022-09-27 KAP District Secretary & Treasurers' training

Do you know these people?

Ralf-Otto Gogolinski

Bob Broderick

Filip Delanote

KI-E Treasurer 2023-2024

Chief Financial Officer Kiwanis International

Kiwanis Children's Fund (KCF) President 2022-2023




Do you know...





https://kiwaniseurope.padlet.org/janvanhove/KAP2023_24_dot

Jan Van Hove • 1m
2023-09-18 KAP District Secretary & Treasurers' training
Do you know these people?

Chris Marz	Orsi Süveges	Paul Palazzolo
		
Global director of Membership & Engagement	Management Assistent Kiwanis Europe	incoming Executive Officer Kiwanis International

Do you know...







https://kiwaniseurope.padlet.org/janvanhove/KAP2023_24_dot


Jan Van Hove • 1m
2023-09-18 KAP District Secretary & Treasurers' training
Do you know these people?

Diana O'Brien Jan Boen Jeff Oates

+ + +

 Contemporary Governance
Specialist Kiwanis International

 KI senior director Europe
Head of the European Office

 Chief Operating Officer Kiwanis
International

Do you know...








https://kiwaniseurope.padlet.org/janvanhove/KAP2023_24_dot

Jan Van Hove • 1m

2023-09-18 KAP District Secretary & Treasurers' training

Do you know these people?

David Kress	Katrina Baranko	DeepL T.
		
legal councillor Kiwanis International	Kiwanis International President 2023-2024	deepl.com DeepL Translate: The world's most accurate translator https://www.deepl.com/en/translator from now on your best digital friend for communication with KI

Do you know...





www.deepl.com

DeepL

Tekst vertalen Bestanden vertalen Opgeslagen jvanhove@kiwanis.org

Vertaal uit het Engels (gedetecteerd) In het Italiaans Automatisch Woordenlijsten

This is a test

Questo è un test

Alternatieven:
Si tratta di un test
Si tratta di una prova
È un test

Klik op een woord om het op te zoeken of om alternatieve vertalingen te zien.

Geschiedenis Kopieren

Do you know...





https://kiwaniseurope.padlet.org/janvanhove/KAP2023_24_dot

Jan Van Hove • 1m

2023-09-18 KAP District Secretary & Treasurers' training

Do you know these people?

Michel Tefnin

Your facilitator for this evening

KI-E Secretary 2023-2024

Director of Membership and Education Europe

SUPPORT

Kiwanis

For more info:
Director of Membership and Education Europe
Jan Van Hove
+31 (0)20 492 3272 | M +31 (0)6 4136 26 94
Email: j.vanhove@kiwanis.org
www.kiwanis.org

Do you know...





Who's here ?





Governor

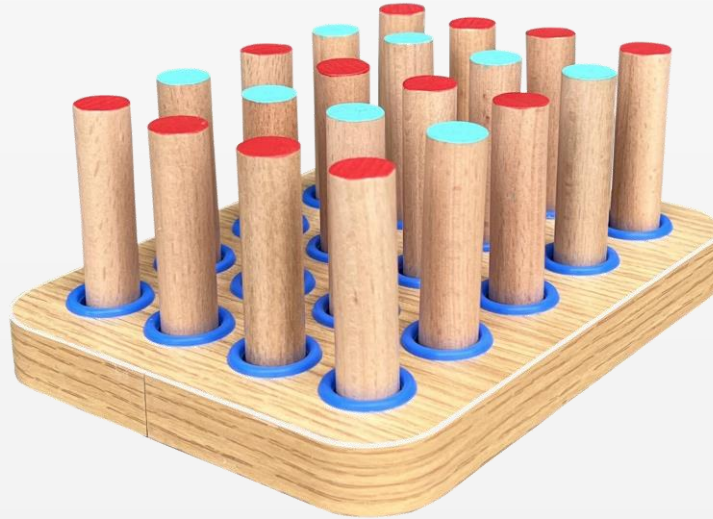
Treasurer

Secretary

& his/her team
with imm. Past,
Elect & Vice

LG's

Chairs



The core district team





Tasks & role





2023-09-19 KAP District Secretary training

Kiwanis Academy



TASK	ROLE	OFFICE, POSITION	KNOWLEDGE
+	+	+ * Rectangular Sh...	+
<p>What are the TASKS of the secretary?</p>	<p>What is the ROLE of the secretary in the district?</p>	<p>What's the OFFICE of a secretary?</p>	<p>Which COMPETENCIES or QUALIFICATIONS does a secretary need?</p>
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Tasks & role



What you are NOT

- Only the “minutes-taker”
- The “bag carrier”

Role





What you are

- Deputy of the Governor
- Chief of Staff
- Administrative Manager or better Leader

Role





What you are in charge of

- (Administrative) Management of the district
- Oversee Implementation of convention resolutions
- Organizing meetings & formal part of the convention

Responsibilities





What you are in charge of

- Drive clubs together with the DMC
- Invite participants to meetings & Minutes
- District home/web accuracy & Data protection / GDPR

Responsibilities





What you/we/kiwanis need

- Good knowledge of local law/regulations & bylaws of KI, KI-E, District & Club
- Direct contact with clubs (recommended)
- Completeness and correctness of the member database



Responsibilities



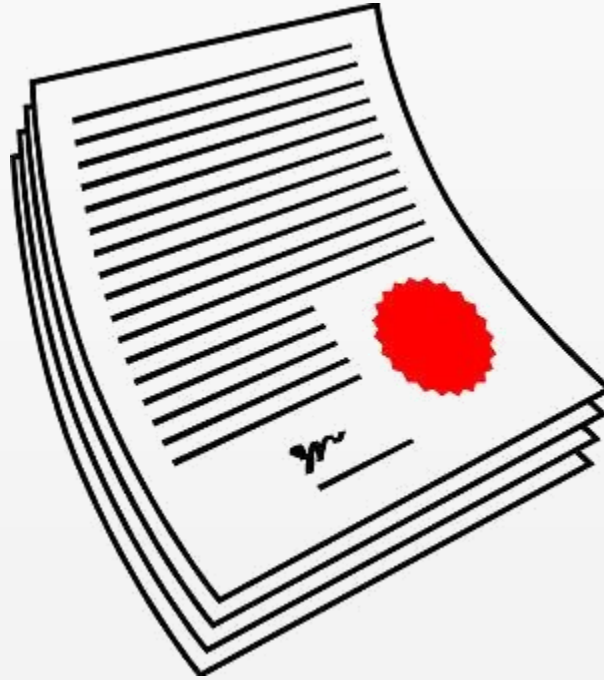


Also your responsibility to...

- Promote the Objects and goals of Kiwanis International
- Actively promote and support programs of emphasis by Kiwanis International

Responsibilities





To be in good standing...



KIWANIS INTERNATIONAL (KI)



KIWANIS EUROPE (KE) - EUROPEAN OFFICE OF KI

KIWANIS INTERNATIONAL - EUROPE (KI-E)

To be in good standing...





Kiwanis®

REQUIREMENTS FOR KIWANIS INTERNATIONAL





- **Convention report with results to KI**
 - Summary in English
 - Election Results
IMMEDIATELY AFTER CONCLUSION
 - Other Results
WITHIN 30 DAYS AFTER CONCLUSION

Reports to KI



KIWANIS INTERNATIONAL (KI) & KIWANIS EUROPE



- **List of the district team**
 - LG's, Chairs & key positions
 - Deadline: 1th of May
- **Minutes of district board meetings**
- **Bylaws** (if changed or not updated)

Reports to KI



KIWANIS INTERNATIONAL & KIWANIS EUROPE



- Receive all documents and answer questions of Kiwanis International
(“I don’t open emails that are in English”)
- Receive all documents and answer questions of Kiwanis Europe
(“I don’t open emails that are in English”)

Good governance



KIWANIS EUROPE (KE)



- Keep the European office up to date
(We are there to support you)
- Ask for support



Good governance





- Promote the Kiwanis Academy (academy.kiwanis.eu)
- Distribute the messages and resources from Europe also on your facebook and other communication channels

Good governance



KIWANIS INTERNATIONAL & KIWANIS EUROPE



New club administration

Satellite groups

GDPR & Membership rosters

Club status changes (suspended/revoked)

Club closures

Database management

Membership administration



KIWANIS INTERNATIONAL & KIWANIS EUROPE



Europe = mostly Tier A

KI (International) = 47,16€ (52 USD)

KI-E (Europe) = 8,35 €

Pro rata

Calculation error in Personify

Tiers



KIWANIS INTERNATIONAL & KIWANIS EUROPE



Tier A = €47.16

Tier B = €30.83

Tier C = €20.86

	EUROPE	TIER
K32	Non-Districted Europe	A/B/C
	Ukraine	C
K37	Austria	A
K38	Belgium-Luxembourg	A
K39	Iceland-Faroes	A
K40	Norden [Norway / Sweden]	A
K41	Switz-Liecht [Switzerland / Liechtenstein]	A
K45	Italy / San Marino	A

	EUROPE	TIER
K46	Netherlands	A
K50	Germany	A
K52	France-Monaco	A
K57	Poland (Kiwanis Nation)	A
K59	Czech Rep/Slovakia (Kiwanis Nation)	A
K61	United Kingdom (Kiwanis Nation)	A
K63	Romania (Provisional District)	A
K67	Turkey	B

Tiers



KIWANIS INTERNATIONAL & KIWANIS EUROPE



Exchange rates

CURRENCY	7/31/2022	7/31/2023	DUES	DUES	DUES
	Prior	Current	Tier A	Tier B	Tier C
USD	Rate	Rate	\$52.00	\$34.00	\$23.00
EUR	€ 0.9779	€ 0.9069	€ 47.16	€ 30.83	€ 20.86

Tiers



KIWANIS INTERNATIONAL & KIWANIS EUROPE



Pro rata dues

Exchange rate set at July 31, 2023	TIER A	TIER B	TIER C
Join October 1-31	€ 47.16	€ 30.83	€ 20.86
Join November 1-30	€ 43.23	€ 28.26	€ 19.12
Join December 1-31	€ 39.30	€ 25.69	€ 17.38
Join January 1-31	€ 35.37	€ 23.12	€ 15.64
Join February 1-28	€ 31.44	€ 20.55	€ 13.91
Join March 1-31	€ 27.51	€ 17.98	€ 12.17
Join April 1-30	€ 23.58	€ 15.42	€ 10.43
Join May 1-31	€ 19.65	€ 12.85	€ 8.69
Join June 1-30	€ 15.72	€ 10.28	€ 6.95
Join July 1-31	€ 11.79	€ 7.71	€ 5.22
Join August 1-31	€ 7.86	€ 5.14	€ 3.48
Join September 1-30	€ 3.93	€ 2.57	€ 1.74

Tiers





New club administration

Paperwork for KI:

Club roster, New club info sheet, KI-bylaws

Papers can be found on www.kiwanis.eu in 5 languages

Local Paperwork:

incorporation – local articles of association – according to your own national legislation

Membership administration





Satellite group

Members of the satellite are members of the mother club

When they are with 15, they can make a new club during the kiwanis year without paying extra KI- dues

Membership administration





GDPR & Membership rosters

The clubs are the members of KI

Each club & its members adhere to KI bylaws & PP&G's

Pro-rated dues for new members monthly (statements)

Membership administration





Procedure 360 – Club status change

Deletions can be done online

Migrations via the European office

Follow the process

Membership administration





Clubs NOT in good standing

As of March 31st, 2023

any club having over 90 days (about 3 months)
an outstanding balances > \$150.00

→ **Charter Suspended Status (CS).**

When a club has a CS status:

- not in good financial standing with Kiwanis International
- no voting right
- need to clear the complete amount to return to active status

Membership administration





Clubs NOT in good standing

>90 days >150\$ outstanding balance:
Charter Suspended status - warning

Members/Club
not in statistics anymore
= loss of members

After 3 months:
Pending revocation – warning

Next Board meeting (Each 3 months):
Charter revoked

Membership administration





- Other club status changes
 - Name changes
 - Club closures

= KI Process driven, decided by the KI Board, conform procedure 360

Membership administration





Membership management platform

<http://members.kiwanis.org>

The screenshot shows the top navigation bar of the Kiwanis membership management platform. It features the Kiwanis logo and several club logos: KEY CLUB, CKI (Circle K International), AKTION CLUB, Builders Club (Building Leaders), and Kiwanis Kids (Helping Children Succeed). Below the navigation bar, there are links for Home Page, English (with a dropdown arrow), Change the password, and Sign out. The main content area displays the name 'Jan Van Hove (Short Pump)' and a section titled 'Select your group'. Under this section, there is a dropdown menu labeled 'Group' with 'Short Pump (K21001)' selected. A blue 'Submit' button is located below the dropdown menu.

Membership administration





Membership management platform



Membership administration





Membership management platform

https://reporting.kiwanisone.org/MemberManagement/DistrictSearch

Kiwanis KEY CLUB CKI AKTION CLUB Kiwanis Builders Club Kiwanis K-Kids

Achim Härterich
Germany [Revert Impersonation](#)

Member Management

Me

District Dashboard

Full Education Report

Education Reports

District Search

[+ New Member](#)

Generate a member list to export to Excel

Search for individuals to edit or delete

Divisions: All Divisions

Member ID:

Clubs: All Clubs

First name:

Member Type: All Members

Last name:

Membership administration





Membership management platform

https://reporting.kiwanisone.org/DistrictDashboard

The screenshot shows the 'District Dashboard' interface. At the top, there are logos for Kiwanis, Key Club, CKI, Aktion Club, Builders Club, and Kiwanis K-Kids. The user's name 'Achim Härterich, Germany' and a 'Revert Impersonation' button are visible. A left sidebar contains navigation options: 'Me', 'District Dashboard', 'Full Education Report', and 'Education Reports'. The main content area lists several management tasks, each with a 'Go' button:

- Member Management**: View and update membership in the district
- Member Directory**: Printable Directory
- District Positions**: Submit district officers to Kiwanis International
- Club election**: See status of club election submissions and update officers
- Annual membership totals**: View membership and financial information for clubs
- Monthly report status**: View monthly report submission status for all clubs in your district
- Monthly Report Year-to-Date (YTD) Status**: View report status for all 12 months, per club
- Monthly report additional info**: View additional notes added to a report, per club
- Monthly report custom questions**: (button partially visible)

Membership administration





New membership management platform

- 'Kiwaniis Engage' (Fonteva/Salesforce)
 - In development now
 - User interface available in multiple languages
- Avoid double work & discussions
 - Use this system as single source of truth
 - Same API available as in current system

Membership administration





Kiwaniis®

EUROPE

EXPECTATIONS FROM KIWANIS INTERNATIONAL - EUROPE





Organising meetings

- Come prepared
- Short meetings = efficient meetings
- To the point
- Follow an agenda
- Robert's rule = formal Kiwanis way



Good governance





Know the basic rules

- District bylaws
- District procedures & policies
- Roberts Rules of Order
(or other authority)



Good governance





Robert's Rules

- Follow the agenda
- Let the group do its own work
- Control the flow of the meeting
- Let all members speak once before allowing anyone to speak a second time
- Off-track discussions? Guide the group to the agenda!

Good governance





Robert's Rules

- Model **courtesy** and **respect**
- Give each speaker your individual attention
- Keep an emotional pulse on the discussions
- Allow a consensus to have the final authority of the group

Good governance





As “deputy” of the governor...

- The success of a board meeting resides with you
- Strive to be a good organiser
 - Fair, clear, orderly, consistent

Good governance





Minutes

- Key facts
- State all motions and their results
- Summary of the discussion
- **Submit to Kiwanis International and KI-E within 30 days!**

Good governance





Questions

- Check with your governor
- Check with your predecessor
- Contact the European office in Ghent

Good governance





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Support



