

Training new officers and committee chairs

Training new officers and committee chairs before they take on new responsibilities will ensure that they are able to fulfill their roles and live up to expectations.

Who should attend the training?

Invite — and expect — all elected club officers to attend this training. If you've appointed committee chairs, they should also attend.

Who should conduct the training?

Because your club is a student-led organization, and because it's good for the new board to see support coming from many people, invite outgoing officers as well as local Circle K International, Key Club and Kiwanis club members to help plan and conduct the training session. Outgoing officers have great ideas based on their recent experience, and they know the needs of their peers and the community. Among these possible trainers look for people with excellent facilitation skills.

When should officer and committee chair training be conducted?

Plan a new session of training each time a new team of leaders takes office.

Where should officer training be conducted?

Schedule training at a convenient and adequate location selected by the advisors and facilitators. Potential locations include the club meeting room, a community center, a park or a recreation facility.

What should be covered in the training?

Recommended topics follow. Before getting to the content of training, however, it's important to understand that all officers and committee chairs need two skill sets to succeed in life and in leadership: hard skills and soft skills. Both are equally important.

Hard skills (also known as technical skills) are the practical things you need to know in order to complete a task. For example, officers and committee chairs will need to complete the club's operational procedures, such as: Taking minutes, following parliamentary procedure, planning a budget, establishing the year's calendar of events, recruiting members and using design software to create a flyer.

Soft skills are people skills, or interpersonal and personal skills. They affect how members relate to each other and how they conduct themselves. Examples include communicating effectively, cooperating as a team, motivating others, managing one's time, being organized and resolving conflicts.

TIP: Work with the outgoing officers and your sponsoring Kiwanis club to provide the best training possible.

TRAINING AGENDA

Here are recommended topics to include in your training of officers and committee chairs. More resources for developing your training can be found throughout this guide.

- Icebreakers.
- Overview of Kiwanis and Service Leadership Programs.
- Club motto, mission and vision.
- Club core values and objects.
- Club structure and typical meeting agendas.
- Parliamentary procedure.
- Club bylaws.
- What it means to be a student-led organization.
- Building a relationship with the sponsoring Kiwanis club.
- Ways to address community needs: Service, fundraising and advocacy.
- Review the *Member and Officer Toolkit*.
- Review the *Service Toolkit*, using the IDEA framework for high-impact service projects.
- Individual officer and committee chair responsibilities.
- Managing your club.
- What it means to be a great leader.
- Club goals for the year.
- Club, district and Kiwanis International resources.
- Recognition and awards.
- Membership supplies.

Closing activity: Ask participants to answer open-ended questions about the training or have members reflect on what they learned and then share what they most look forward to during this year as leaders.

AFTER THE TRAINING

The advisor or secretary will write down discussion notes and, at the end of the training, will distribute them to all attendees. This valuable information can be used in future planning discussions.