

## The roles and responsibilities of the Kiwanis and faculty/staff advisors

The roles of the Kiwanis and faculty/staff advisors can be crucial to the success of a Circle K club. Both advisors act as liaisons for your club. It is important to develop a positive working relationship with them. Include them in your meetings and events. Copy them on communications and recognize them for their dedication to your club. The following are the responsibilities for each advisor.

### Faculty/Staff Advisor

To effectively counsel CKI members, the faculty advisor should try to attend each weekly meeting of the club and biweekly meeting of the board of officers. The faculty/staff advisor should attend as many service projects and other club events as his/her schedule allows.

The CKI faculty/staff advisor's most critical role is to be a liaison between the school and the club. To fulfill this responsibility, the faculty advisor should:

- Assist in obtaining a regular meeting room and needed meeting room equipment.
- Explain the school's policy on providing financial assistance to campus organizations and help the club obtain any needed funds.
- Understand and explain policies regarding organizing campus-wide events, posting signs and implementing other advertising on school grounds.
- Provide a club contact for the school newspaper and other media services.
- Help the club obtain incoming-student information from the registrar's office to use in membership recruitment activities.
- Advise the club of any actions or planned events that conflict with campus policies and should be discontinued.
- Monitor grade point averages of club members and officers to ensure all members maintain the minimum requirement for graduation and advise the club president of any members with academic difficulty.

To assist the CKI club in fulfilling its financial and administrative responsibilities, the faculty/staff advisor should:

- Monitor the submission of monthly reports to Circle K International.
- Ensure the club pays the international club fee and district dues for all members by November 30 and submits an updated club roster via the Membership Update Center.
- Review the club's current bylaws to make certain they conform to the Standard Form for CKI Club Bylaws and have been approved by CKI, including any language required by the college or university. Also ensure that the bylaws are on file in the student activities office.
- Work with the Kiwanis advisor and the CKI club board of officers to develop an effective annual budget and monitor expenditures to remain within the budget' parameters.

## The roles and responsibilities of the Kiwanis and faculty advisors (*continued*)

- Make certain the CKI club develops and implements a plan for membership recruitment activities for the year.

## The roles and responsibilities of the Kiwanis and faculty advisors (*continued*)

To provide communications between the CKI club and the sponsoring Kiwanis club, the faculty/staff advisor should:

- Meet at least monthly with the Kiwanis advisor.
- Attend the Kiwanis club's meetings as often as possible.
- Work with the Kiwanis advisor to plan and facilitate the annual training session for incoming CKI club officers.

### **Kiwanis Advisor**

To effectively counsel CKI club members, the Kiwanis advisor should try to attend each weekly meeting of the club and biweekly meeting of the board of officers.

The Kiwanis advisor should attend as many service projects and other club events as his or her schedule allows.

The most critical role of the Kiwanis advisor is to be a liaison between the sponsoring Kiwanis club and the CKI club. To fulfill this responsibility, the Kiwanis advisor should:

- Report on the activities of the CKI club at each Kiwanis club board of officers meeting and at least monthly to the Kiwanis club.
- Identify planned Kiwanis club projects and activities that could benefit from active CKI club involvement and notify the Kiwanis club board of those opportunities.
- Annually review with the entire Kiwanis club membership the obligations of a CKI club sponsorship.
- Organize and manage an active Kiwanis club committee on the sponsored CKI club.
- Work with the Kiwanis club board of officers to include funds for CKI club operations in the Kiwanis club budget.
- Encourage CKI club members to attend Kiwanis club meetings and, if possible, arrange to cover their meal costs.
- Arrange for CKI club officers to present an annual program about the club's activities and programs to the Kiwanis club.
- Meet at least monthly with the faculty advisor.
- Submit articles on the activities of the CKI club to the Kiwanis district bulletin editor.
- Arrange formal recognition from the Kiwanis club for the faculty advisor and his or her efforts throughout the year.
- Encourage graduating members and their parents to join a Kiwanis club.
- Consult with the faculty advisor to plan and facilitate the annual training session for incoming CKI club officers.

To assist the CKI club in fulfilling its financial and administrative responsibilities, the Kiwanis advisor should:

- Ensure the club pays the international club fee and district dues for all members by November 30 and submits an updated club roster via the Membership Update Center.

## The roles and responsibilities of the Kiwanis and faculty advisors (*continued*)

- Review the club's current bylaws to make certain they conform to the Standard Form for CKI Club Bylaws and have been approved by CKI, including any language required by the college or university. Also ensure the bylaws are on file in the student activities office.
- Work with the faculty advisor and the CKI club board of officers to develop an effective annual budget and monitor expenditures to remain within the budget's parameters.
- Make certain the CKI club develops and implements a plan for membership recruitment activities for the year.

To provide communications between the CKI club and the host institution, the Kiwanis advisor should:

- Meet at least monthly with the faculty advisor.
- Work with the faculty advisor to plan and facilitate the annual training session for incoming CKI club officers.