

Administration Committee

Club President-Elect, Chair: Keith Dirham

Purpose: To assure the effective organization and operation of the club’s leadership selection process, financial affairs, safety and risk management concerns, by-law/club policy review, and historical preservation of records.

Duties: To meet as needed or as the Board may direct and to report to the Board of Directors on all matters of club administration. Chair of this committee shall appoint chairpersons of the following subcommittees or tasks: Budget, Financial Review, Nominating, Risk Management, Bylaw/Club Policy Review, and Archives. Subcommittees shall meet as necessary to accomplish their assigned tasks, report to the Chair and develop, maintain and pass on to succeeding subcommittee chairpersons’ policies and procedures relative to their work. The chairperson of these subcommittees shall be members of the Administration Committee, along with any other members selected by the Chair. The Chair of the Administration shall also serve as Chair of the Budget Subcommittee.

From: The Kiwanis Club of Medina By laws

Administration

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Budget Committee

PURPOSE: The club president-elect collects budget requests from the committees and prepares a balanced budget for the administrative year based upon anticipated income as well as anticipated expenditures, by utilizing previous budgetary information and new committee requests.

DUTIES: All committees need to meet in August to developed their goals and budget for the year. The President-elect will collect each and every committee's budget request. The President-elect and the Treasurer will then prepare a budget for the September Board of Directors meeting. The budget will then be presented to the Club Membership the following Thursday for approval thus meeting the deadline of September 30.

GOALS FOR THE YEAR: Develop a balanced budget after weighing the strengths and weaknesses against the Kiwanis ideals of each committee's proposed budget request. The old budget ends September 30 of each year. The budget needs to be in effect for the treasurer so he can pay the bills.

CHAIRPERSON: President-Elect Keith Dirham

Financial Review

PRUPOSE: The purpose of this committee is to review the financial records, to make sure they are recorded according to the Kiwanis International and State of Ohio regulations.

DESCRIPTION: This committee reviews the Statement of Financial Position – Cash Basis, the related Statement of activities – Cash Basis and the related accounting records and supporting documentation of the Kiwanis Club of Medina as of September 30 each year and also for the immediately preceding year.

GOALS FOR THE YEAR: A written report will be provided near the end of October. We plan to use persons within the membership to achieve this task. Starting with year 2014-15 three members are required to sign the report. The report will be shared by the president at the November Board of Directors meeting for their approval.

CHAIRPERSON: Michael Wojdacz

COMMITTEE MEMBERS:

Nominating Committee

PURPOSE: This committee prepares a slate of officers for the upcoming Kiwanis year and presents the ballot list to the membership. The club tradition has been to prepare potential club leaders by involving them in committee work, project volunteers and appointment to the Board of Directors. A unique tradition has been the luxury of not appointing anyone to serve as president more than once.

DUTIES: The president shall appoint a Nominating Committee comprised of a Chairperson and at least four other members, three of which should be current member past presidents. This committee shall make nominations (with the consent of those nominated), prepare the ballot and present the list to the membership at two meetings before the annual meeting.

GOALS FOR THE YEAR: The president shall appoint the nominating Committee in Mid-March. The Nominating Committee will present their ballot to the membership on April 9 and 16 or April 16 and 30. The annual meeting is May 7. The committee oversees the election process.

CHAIRPERSON: Bob Fenn

LIST OF COMMITTEE MEMBERS:

Risk Management

PURPOSE: This committee analyzes and recommends the proper insurance coverage. This committee analyzes and recommends safety standards for dealing with children. They, also, analyze safety concerns, legal and physical for each event in an attempt to protect the public as well as our own workers.

DUTIES: Extensive work went into our new club policies regarding insurance coverage, standards when dealing with children, and for safety concerns at our events. We provide education for our members when dealing with children. We provide check lists for identifying potentially hazardous conditions at our events.

GOALS FOR THE YEAR: The committee will follow through with the recommendations by checking for safety concerns at each event. A 'Risk Management' program will be scheduled for the membership at some point this year.

CHAIRPERSON: Al Korn

Barb Woodard

Archives

PURPOSE: This committee decides what is to be archived and how it is to be saved.

DUTIES: Items such as the Brick, financial reports, newspaper clippings and history of individual members shall be preserved for future review. This information is helpful when researching for individual accomplishments.

GOALS FOR THE YEAR: We are still searching for old Bricks to add to our inventory. And, the goal for this year is to digitalize newspaper clippings.

CHAIRPERSON: Laura Todia

LIST OF COMMITTEE MEMBERS:

Dale Weygandt

Jon Steingass

Terry Shuman

Bylaws-Policy Review

PURPOSE: This committee, headed by the Club Secretary, will review the Club bylaws and make any recommendations to the Board for adoption. The committee, also, will review the Kiwanis International Bylaws and make recommendations for our delegates to the International Convention.

DUTIES: This committee recently revised the committee structure and created a five *standing committee* structure with all previous committees and/or projects included under one of the standing committees. This was adopted by the Board INN 2014

GOALS FOR THE YEAR: As indicated above this committee shall make policy recommendations for our delegates to the International Convention.

The new committee structure will be studied and any recommendations for corrections or change will be made to the Board.

The committee will review any other modifications to the bylaws as necessary.

CHAIRPERSON: Jon Steingass, Secretary

LIST OF COMMITTEE MEMBERS:

Laura Dean

Terry Shuman

Jarod Hoover

Jim Haymond

Dale Weygandt