**AGENDA**

*for a pre-organizational meeting of a new club* (edit as needed)

1. CALL TO ORDER
2. INTRODUCTIONS

* Lieutenant governor and his/her responsibilities to the new club
* Club counselor and how she/he will assist the new club
* Club members in attendance
* Guests

1. MEAL (optional)
2. STATE THE PURPOSE OF THIS MEETING:   
   To provide orientation of members to Kiwanis and preparing for the organizational meeting.
3. FOLLOW THE ORIENTATION OUTLINE PROVIDE BY KIWANIS INTERNATIONAL.   
   (A PowerPoint presentation and facilitator notes should be used.)

Briefly cover these topics in the orientation presentation:

* Club meetings
* Member benefits
* Member expectations
* Community service projects (Have a speaker relate the advantages of specific   
  service projects that were indicated in community exploration.)
* Kiwanis International structure:
* Kiwanis International
* District
* Club
* Club governance:
* Standard Form of Club Bylaws and Club Policies
* Duties of club officers
* Responsibilities of the club board of directors
* Functions of club’s standing committees
* Club administration and finance
* Club operations:
* Meetings and special events
* Conferences and conventions
* Service projects
* Fundraising

1. REVIEW SPONSORING CLUB RESPONSIBILITIES TO SUPPORT NEW CLUB.
2. REVIEW DECISIONS TO BE MADE AT OFFICIAL ORGANIZATIONAL MEETING.
3. SELECT THE BYLAWS AND NOMINATIONS COMMITTEE.
4. SET THE DATE FOR THE ORGANIZATIONAL MEETING.
5. ADJOURN THE MEETING.