



Job Description

Aktion Club District Administrator

Position Summary:

Responsible for providing quality and efficient leadership and administration of the Aktion Club district as a vital component of the Kiwanis family. Contribution of personal time and resources are usually required. The administrator is appointed to serve a one-year term at a time, from one April 1 through March 31.

Position Responsibility:

Communicate

- a. With clubs, committees and district board
- b. With the international office regarding district issues
Do this via newsletter, e-mail, snail mail, phone, Facebook
Daily, weekly, monthly - fit it into your schedule

Participate

- b. District board meetings/functions
- c. Lieutenant governor training
- d. District administrator training conference
- e. Charter presentations
- f. Mid-year conferences
- g. Kiwanis family functions

Coordinate

- a. Award programs (recognize your advisors, encourage advisors to recognize members)
- b. Contests/judging
- c. Kiwanis family activities (get to know district administrators from the other club lines)

Provide

- a. Articles and pictures for the district bulletin and Aktion Connection
- b. Support to all clubs in district – be available and responsive
- c. Complete quarterly reports to KI in timely fashion – survey monkey report
- d. News articles/stories for website and publications (Aktion Connection)
- e. Assistance to clubs with membership updates/passwords
- f. Data to clubs regarding their membership, dues, reports
- g. Constructive input to KI staff on Aktion Club

Train

- a. Advisors/Club officers
- b. Committees
- c. Kiwanis Clubs on how to give on-going support
- d. Kiwanis members how to work with Aktion members



Grow

- a. Your clubs and district
- b. Reach out to local agencies that work with people with disabilities and build relationships with them
- c. Promote club building by presenting at Kiwanis meetings
- d. Provide training on club building – encourage advisors to add members to their clubs
- e. Focus efforts on sparse areas in your district
- f. Focus on suspended clubs
- g. Follow up on new club leads

To Aktion Club Advisors

- Provide educational materials and resources to advisors, including mailings, e-mail and newsletters.
 - Service project ideas
 - Fundraising project ideas
- Provide guidance to club advisors on:
 - Chartering, club issues, membership updates, etc.

To Kiwanis International Office

- Provide constructive input regarding program development.
- Compile data from clubs and complete quarterly reports in a timely manner.
- Forward news articles and photos for use on the website and in publications.
- Assist clubs with yearly dues collection, membership updates, and other administrative questions.
- Attend Service Leadership and Kiwanis Programs (SLKP) Administrator Training Conference.
- Attend Aktion Club Training and Leadership Conference (TLC) annually.
 - Assist in obtaining sponsorships/funding for members to attend the TLC
- Attend Kiwanis International Convention.
 - Lead forums and assist in exhibit hall

To District Aktion Club Committee

(District Administrators are encouraged to form a committee, but are not required to do this.)

- Establish a committee to assist with promotion of Aktion Club programs within the district.
- Train committee members.
- Communicate with committee members via phone and e-mail.

To Kiwanis Clubs

- Provide list of speakers that help promote education of disability related issues and Aktion Club growth.
- Provide information and training at district conferences and conventions.



To Kiwanis District

- Attend and participate in Lt. Governor training conference.
- Attend and participate in district board meetings.
 - Help establish growth goals for Aktion Club.
 - Provide growth reports.
 - Help establish budget for Aktion Club programs.
- Attend Kiwanis district mid-year conferences & district conventions.
- Participate in Kiwanis club officer training.
- Communicate with Kiwanis District Secretary/Bulletin Editor/Webmaster.
 - Provide news articles & photos for district bulletin.
 - Send information about Aktion Club in district mailings to clubs.
- Communicate by e-mail or Facebook with Kiwanis Family district administrators.

(Builders Club, Key Club, Circle K, Aktion Club Administrators and Key Leader District Chairman)

To Kiwanis Division

- Communicate with Lt. Governors.
 - Attend division council meetings when possible.
 - E-mail Lt. Governor Aktion Club newsletter.
 - Provide resources about Aktion Club for new club building training.

To Key Club and Circle K District Leadership

- Organize an exhibit and forum about Aktion Club that Key Club/CKI members will deliver at district convention.
- Visit the Key Club and CKI district website regularly.
- Communicate with Circle K and Key Club District Governor.
 - Provide news articles & photos for district bulletin.
 - Send information about Aktion Club for inclusion in mailings to clubs.

Qualifications:

Computer literate
Available time
Organized
Creative
Self-starter
Comfortable delegating
Comfortable speaking before groups
Strong people skills
Motivator
Recruiter/trainer