

Faculty Advisor:

The most critical role of faculty advisor is to be a liaison between the school and the club. To fulfill this responsibility, the faculty advisor should, if necessary:

- Provide assistance 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 campus policies regarding organizing campus-wide events, posting signs, and other advertising on campus.
- Provide a contact for the club with the school newspaper and other media services.
- Help the club obtain information from the registrar's office on incoming students for the club 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 the grade point averages of club members and officers to ensure all members are maintaining the minimum requirement for graduation, and advise the club president of any members with academic difficulty.
- Try to attend each weekly meeting of the club and biweekly meeting of the board of officers.
- Meet at least monthly with the Kiwanis advisor.
- Attend the Kiwanis club's weekly meetings as often as possible.
- Work with the Kiwanis advisor to plan and facilitate the annual training session for incoming club officers.

Kiwanis Advisor:

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

- Report on the activities of the club at each Kiwanis club board of officers meetings and at least monthly to the entire Kiwanis club.
 - Notify the Kiwanis club board of officers when club projects and activities are planned in which the Kiwanis club members can be actively involved.
 - Plan and facilitate, in consultation with the faculty advisor, the annual training session for incoming club officers.
 - Annually review with the entire Kiwanis club membership the obligations of sponsorship of the club.
 - Organize and manage an active Kiwanis club committee on CKI.
 - Work with the Kiwanis club board of officers to include funds for club operations in the Kiwanis club budget.
 - Encourage club members to attend Kiwanis club meetings and, if possible, arrange for their meal costs to be covered.
 - Arrange for the club officers to annually present a program on their club's activities and programs to the Kiwanis club.
 - Meet at least monthly with the faculty advisor.
 - Submit articles on the activities of the 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 parents and graduating members to join a Kiwanis club.
 - Provide on going training to the club officers.
 - Try to attend each weekly meeting of the club and biweekly meeting of the board of officers.
- To assist the club in fulfilling its financial and administrative responsibilities, the faculty and Kiwanis advisors should:**
- Monitor the submission of monthly reports to the district secretary.
 - Ensure the US club pays all district and International dues by December 1 and submits the appropriate dues and membership forms.
 - Ensure the non-US clubs pay International dues by February 1 and submits the appropriate dues and membership forms.
 - Review the club's current bylaws to make certain they conform to the Standard Form for Club Bylaws and have been approved by CKI, include any language required by the college or university, and are on file in the student activities office.
 - Work with the Kiwanis advisor and the club board of officers to develop an effective annual budget.
 - Monitor the expenses of the club to ensure expenditures remain within the parameters of the budget.
 - Make certain the club develops and implements a plan for membership recruitment activities for the year.