

Rosemead Kiwanis

Club and Foundation

Committee Structure

2014-2015

Table of Contents

Table of Contents	Page 2
RKC General Statement	Page 3
Administration Committee	Page 4
Community Services Committee	Page 7
Finance and Fundraising Committee	Page 10
Human and Spiritual Values Committee	Page 13
Membership and Education Committee	Page 16
Public Relations and Communications	Page 19
Sponsored Leadership Program Committee	Page 22
Young Children Priority One Committee	Page 25
Special RKC Committees	Page 28
RKF General Statement	Page 20
Budget and Funding Committee	Page 30
Finance and Fundraising Committee	Page 30
Grant Assistance Committee	Page 30
2014-15 Officers and Chairpersons	Page 32

General RKC Committee Statement

Kiwanis International's standard bylaws for many years provided for certain standard committee roles which were expected of all Clubs. These could be combined, divided or supplemented according to local needs. As with the Kiwanis Application form they were divided between Administration and Service oriented functions, both of which are vital to successful Club operations.

As of the 2012-2013 Kiwanis fiscal year this approach shifted. Standing committees were permitted to be defined as part of optional standing rules adopted by individual clubs as part of their bylaws. The RKC (Rosemead Kiwanis Club), in the interest of continuity, elected to maintain its existing standing committee structure. This structure was therefore used to define the committees as defined the bylaws which were adopted in May, 2013. Changes to these definitions are possible with RKC Board approval and a 2/3 vote of the RKC membership.

In addition to standing committees the current RKC President may define and appoint members to and dissolve special committees as he/she finds needful. All committee chairpersons are appointed by and serve at the pleasure of the President. Chairpersons do not have fixed terms in office. They retain their position as long as they remain members in good standing unless they resign their chairmanship or are replaced by the President. The President and President-elect (vice-president) are ex-officio members of all committees and should be kept informed of their operations regardless of actual participation. .

In the RKC each committee has defined Areas of Responsibility which are further broken down into tasks and responsible persons.. The purpose of this brochure is to make available to RKC members an outline of the current areas of responsibility and related tasks of the Committees as of the 2014-2015 fiscal year. Example outlines for each committee are illustrated in this brochure – they are subject to change at any time.

The Areas of Responsibility outline for each Committee, as well as a prospective Action Plan, are ideally defined in advance of each fiscal year by the incoming RKC Committees themselves. They are based on guidance from Kiwanis International through its standard bylaws and other sources, including input from the current Committee chairperson and the incoming President and additional input specific to our community. The Areas of Responsibility and Action Plans are subject to ratification and adjustment by the RKC Board. Although the outlines given in this booklet are current as of the date of publication they may be adjusted at any time as circumstances warrant.

The defining of tasks, scheduling of meetings and designation of stakeholders for each area of responsibility is at the discretion of Committee chairpersons, subject to guidance from the President and Board of Directors. It will be noted that some tasks on the accompanying outlines are in *italics*. These are areas which are currently non-operative tasks within the purview of the Committee-

Committee meetings, both as to frequency and modality (physical or virtual), are the responsibility of the Committee chairpersons. The Committee chairpersons are also responsible to supply to the President and Board status reports, usually assembled by the Administration Committee as part of the agenda packet for Board meetings. .

Individual RKC members are encouraged to participate in Areas of Responsibility related to at least 1-2 RKC committees on an ongoing basis. In addition all members are encouraged to be involved in other opportunities as they can.

Administration Committee

The responsibilities of the Administration Committee presently include the following four areas:

- 1. Meetings**
- 2. Strategic Planning**
- 3. Bylaws and Standing Rules**
- 4. Organization Relationships**

1. Meetings

The Administration Committee determines individuals who will be responsible, either personally or by advance designation of others, for various aspects of our meetings. These aspects include scheduling the program, setup and dis-assembly, general greeters, secret greeter, invocator, pledge leader, and song leader. Not all of these elements will pertain to every meeting.

2. Strategic Planning

The Administration Committee makes and periodically updates (no less than annually and more often as needed according to its discretion) an assessment of the goals and functionality of the RKC and its affiliates, including suggestions as to areas of improvement and policy rules. This includes facilitating annual creation and periodic updating of similar assessments, referred to as Action Plans and Protocols, by all other committees.

(continued on page 6)

Administration Committee

AREA OF RESPONSIBILITY

TASKS

MEETINGS

Arrange Greeters
Arrange Invocator
Arrange Song Leader
House Set-up
Secret Greeter
Program/Agenda

STRATEGIC PLANNING

Club Assessment
Administrative Assessment
Analyze Results
Recommend Improvements

BYLAWS/STANDING RULES

Updates

ORGANIZATION RELATIONSHIPS

Inter-club
Division
Cal-Nev-Ha
International

3. Bylaws and Standing Rules

The bylaws of Kiwanis are uniform and binding upon all clubs. Changes, however, must be explained and adopted by each Club. In addition standing rules (referred to as protocols) to interpret the bylaws are required according to local need. Finally training in interpretation of the bylaws and rules to new and established members is an ongoing need. The Administration and Membership and Education Committee exercise joint responsibility in the training area as required.

4. Organization Relationships

The Administration Committee is primarily responsible for overseeing interaction with other Kiwanis components, including inter-club meetings, Division meetings and visitations, Cal-Nev-Ha Region meetings, and International conventions.

Community Services Committee

The responsibilities of the Community Services Committee presently include the following ten areas:

- 1. Arts**
- 2. Business**
- 3. Citizenship**
- 4. Civic Improvement**
- 5. Conservation**
- 6. Health**
- 7. Personal Development**
- 8. Public Affairs**
- 9. Safety**
- 10. Seniors and Disabled**

1. Arts

Currently focused on an annual holiday season presentations by local school groups at the California Mission Inn, with transportation being underwritten by the RKF (Rosemead Kiwanis Foundation). With additional resources this area could be expanded to other opportunities.

2. Business

The RKC is a member of the Rosemead Chamber of Commerce and periodically co-sponsors various events.

(Continued on page 9)

Community Service Committee

AREA OF RESPONSIBILITY	TASKS
ARTS	CMI Choral Groups
BUSINESS	Chamber Mixers and activities
CITIZENSHIP	City Council meetings GSD Meetings RSD Meetings
CIVIC IMPROVEMENT	Rose Float Support Savannah Cemetery Rosemead Beautification Commission
CONSERVATION	Recycling San Gabriel Conservancy
HEALTH	<i>Red Cross Blood Drive</i> <i>Thrive Flu Shots</i>
PERSONAL DEVELOPMENT	Job skill enhancement Perch Robotics RSD.GSD Science Olympiad
PUBLIC CELEBRATIONS/EFFORTS	Health Fairs 4th of July Community Events
SAFETY	Safety Center Meetings Safety Classes Neighborhood Watch
SENIORS AND DISABLED	MERCI

3. Citizenship

The RKC as circumstances warrant participates in meetings of the City of Rosemead governments and various school boards, plus supplying nominees for various advisory committees. Historically we have presented non-partisan analysis of local issues and races and sponsored informational forums. .

4. Civic Improvement

The present major area of focus here is support for the Kiwanis Division Rose Float effort and Rosemead's historic Savannah Cemetery. It is anticipated that we will at some point become involved with Rosemead's recently announced Beautification Committee project. .

5. Conservation

At the present time the major area of focus here has been support for recycling programs and water conservation efforts by other K-family members and an observational involvement with the San Gabriel Conservancy project,.

6. Health

The RKC is a participating member in the annual Relay for Life program plus (in conjunction with other Kiwanis groups) the Kiwanis One Health Fair. Historically we have been part of blood donation and flu shot efforts.

7. Personal Development

Job skill and college access efforts in conjunction with other community oriented groups. Examples are the PERCH robotics program for intermediate students and the RSD/GSD Science Olympiad programs.

8. Public Celebrations/Efforts

Rosemead's 4th of July, health fairs, and similar community events

9. Safety

Safety center meetings, safety classes and modules, plus active support of Neighborhood Watch are the RKC's present focus in this area.

10. Seniors and Disabled

Listed as a target area in KI guidelines, RKC involvement in this area has primarily centered on financial efforts in support of groups such as the MERCI building project. .

Finance and Fundraising Committee

Responsibilities of the Finance and Fundraising Committee (FFC) presently involve the following nine areas:

- 1. Budget**
- 2. Financial Reporting**
- 3. Foundation Interface**
- 4. Fund Raising**
- 5. Investments**
- 6. Record Keeping**
- 7. Signatories**
- 8. Sweep Account**
- 9. Risk Management**

1. Budget

Each year (ideally beginning in June), the Committee projects revenue and outflow for the ensuing year and prepares a budget based on same. The goal is to make recommendations, hopefully by the end of September, to the slate of officers who were elected in May. This of course presumes that incoming Committee heads are designated in June, Committee members in July and action plans for the next year developed in August. The budget when adopted by the Board is then monitored and adjusted as needed through the year.

2. Financial Reporting

The Finance and Fundraising Committee designates to the Treasurer the nature and frequency of financial reports

(Continued on page 12)

Finance and Fundraising Committee

AREA OF RESPONSIBILITY TASKS

BUDGET

- Formulation
- Finalization
- Monitoring
- Revisions

FINANCIAL REPORTING

- Monthly Statements
- Tax Returns

FOUNDATION INTERFACE

FUND RAISING

INVESTMENTS

RECORD KEEPING

- Attendance
- Ledgers
- Roster
- Bill Payments
- Bank Deposits

SIGNATORIES

- Checking Account
- PO Box

SWEEP ACCOUNT

- Sweep oversight

RISK MANAGEMENT

- Insurance and Liability
- Corporate Compliance

3. Foundation Interface

As noted, the FFC serves in the same role for both the RKC and RKF. There are also other Kiwanis and Rosemead foundations with which interaction is periodically required. This type of liaison falls within the purview of the FFC.

4. Fundraising

Depending on the revenue needs determined in the budget process and the availability of opportunity and manpower the FFC may recommend various fund raising efforts for adoption by the Board.

5. Investments

The RKC and RKF have a substantial investment portfolio; reporting on and review of this portfolio is under the purview of the FFC.

6. Record Keeping

The responsible financial record keeper for the RKC and RKF is our elected Treasurer, over whom the FFC has an oversight responsibility.

7. Signatories

The RKC and RKF by resolution have designated certain members as authorized signers of the respective accounts of the two groups. Two authorized signatures are required for every check. Disbursements pursuant to budgeted amounts are made on request of the responsible individual, all others require Board approval. Similar controls are required for the Post Office Box used for the two groups.

8. Sweep Account

There exists an investment “sweep” account used to receive income from RKC investments. The FFC Chairperson and the RKF Secretary are signatories to this account. Together as required they authorize and cause monies to be transferred from this account to the Foundation account or used for reinvestment. All such actions are noticed to the RKF Board at its next meeting. As a matter of policy the balance of this account is kept at less than \$12,000 with either distribution or reinvestment being done if it grows larger.

9. Risk Management

Liability issues, including member and officer insurance and corporate compliance, are part of the purview of the FFC. A select sub-committee exists to deal with this area.

Human and Spiritual Values Committee

The responsibilities of the Human and Spiritual Values (HSV) Committee presently include the following six areas

- 1. Interfaith Activities**
- 2. Community Development and Service**
- 3. Counseling and Guidance**
- 4. Companionship and Visitation**
- 5. Recognition**
- 6. Personal Achievement**

1. Interfaith Activities

Kiwanis by definition transcends boundaries' of individual faiths and in fact has Christian, Jewish, Muslim, Buddhists and others within its ranks – including those who subscribe to no particular creed. It is, however, quite common for Kiwanis groups to participate in and even sponsor prayer breakfasts and working Interfaith Councils in their communities. RKC members were involved with one such group historically and a renewal of this activity has now been initiated in the form of a annual Mayor's Prayer Breakfast on Veteran's Day. Another area of possible action is pre-scheduled visits to local congregations by groups of Kiwanians to acquaint Church members with service opportunities. .

2. Community Development and Service

Kiwanis backed interfaith groups can and have sponsored Priority One projects, holiday meals for the poor, and similar projects. Support for the People for People food bank program, the Family Promise program for displaced families, the putative San Gabriel Valley Co-op, neo-natal cap drives. help for both the Pregnancy Help Center and Guadalupe Pregnancy Center plus annual involvement in the Adopt A Family and Food Bank drives are other areas of assistance.

(Continued on page 15)

Human and Spiritual Values Committee

AREA OF RESPONSIBILITY TASKS

INTERFAITH ACTIVITIES

Mayor's Prayer Breakfast
Group Visitations

COMMUNITY DEVELOPMENT AND SERVICE

Cooperative displays
Neo-natal Cap Project
WSGV Family Services Co-op
Family Promise
Food Bank/drive
Pregnancy Help/Guadalupe Centers
Adopt a Family

COUNSELING AND GUIDANCE

12 Step Programs
Citizen Resource Directory
Grief Counseling
Values Education

COMPANIONSHIP AND VISITATION

Meals on Wheels
Adopt a grandparent

RECOGNITION

Layman of year award
Celebration of Service

PERSONAL ACHIEVEMENT

Skills development
Anti-drug program

3. Counseling and Guidance

Kiwanis clubs have helped assemble and disseminate resource guides for the benefit of spiritual counselors of all faiths in their area. Determining the need for and potential utility of such a guide, including a listing of available 12 step programs, is one possible project for consideration by the RKC's HSC Committee. Values education modules for after school programs as well as development of grief counseling resources are other possibilities.

4. Companionship and Visitation

Historically the RKC has supported the area Meals on Wheels program and an "adopt a grandparent program" by our sponsored youth. While both are currently inactive, these are examples of possibilities to be considered for reactivation in the future..

5. Recognition

Kiwanis groups have in the past given "layman of the year" awards to area churches and recognized worthwhile community groups via a "Celebration of Service" event.

6. Personal Achievement

Suggested areas of involvement in this category might include skills development and support for anti-drug programs.

Membership and Education Committee

The responsibilities of the Membership and Education Committee (MEC) presently include the following three areas:

- 1. Membership**
- 2. Fellowship and Social**
- 3. Security Compliance**

1, Membership

Ongoing recruiting of new members is essential to offset inevitable attrition, but quality, involvement and retention are as important as mere quantity. RKC membership recruiting and initial orientation is based largely upon targeting demographic groups relevant to our existing and desired projects. This involves subsequent training and mentoring of new members to serve the Rosemead community. The MEC is charged with attending to this process as well as ongoing education and retention of veteran members. .In the past, since induction of new members is common at Club installations, the Membership and Education Committee has also assisted with the annual RKC installation.

2. Fellowship and Social

MEC members are responsible to identify and assure introduction of visitors to the rest of the Club at meetings and may stage social events as desired during the year. They also contact members who have not attended recently, monitor birthdates and anniversaries and call to the Club's attention any personal news

(2014-2015 fiscal year note: A separate special Socialization Committee has been designated to handle the second portion of this responsibility during the present term.)

(continued on page 18)

Membership and Education Committee

MEMBERSHIP PROCESSING)

Recommend Prospects
Devise recruitment plan
Implementation Oversight
Orientation of prospective members
Induct new members
Awards/Recognition
Annual Installation Dinner

FELLOWSHIP AND SOCIAL

Sunshine person
Contact missing members

SECURITY COMPLIANCE

Security Compliance Officer

3. Security Compliance

By resolution, which reflects both KI and Cal-Neva-Ha policy, the RKC has determined that prudent management and satisfying of legitimate parental concerns requires that all Club members be finger printed and background checked. This is a requirement for acting as an SLP Committee member or SLP group chaperone, but is recommended for all RKC members, inasmuch as all Club members are likely to come into contact with minors. This is not due to any actual incidents in our 65+ year history (there have been none) but because such safeguards have become increasing expected and customary – we cannot operate on school campuses otherwise. Administration of this safeguard falls to a designated security compliance officer who is part of the Membership and Education Committee

Public Relations and Communication Committee

The responsibilities of the Public Relations and Communication (PRC) Committee presently includes the following seven areas

- 1. Brochures**
- 2. Historian**
- 3. Newsletters**
- 4. Photography**
- 5. Public Relations**
- 6.-RKN**
- 7. Website**

1. Brochures

Publicity and functional operation of the RKC and its affiliates requires documentation for various purposes. Examples are not only this brochure, but companions such as our Operations Review of prior year activities (used to promote awareness), Grant Assistance Brochure (for those seeking assistance), our Member Directory (for intra-club contacts) and Rules and Procedures Brochure (containing protocols for regulating internal Club operations). Most of these are available for viewing and download on the rosemeadkiwanis.org website. It has been suggested that hard copy versions of these documents might at a future date be included in a binder which we furnish as a Member Handbook to Club members.

2. Historian

The RKC has a history extending back to the end of World War 2. Records exist in varying degrees for this time. It is a goal of the PRC Committee to make this history available on the RKC Website as well as chronicle current events.

(Continued on page 21)

Public Relations and Communication Committee

AREA OF RESPONSIBILITY

TASKS

BROCHURES

RKC Committee Handbook
Annual Report
Member Directory
Grant Assistance Brochure
Rules and Procedures Handbook

HISTORIAN

NEWSLETTERS

RKC Reporter
Kiwanicle
RKC Reporter - Business Edition
RKC Reporter – Consumer Edition
RKC Reporter – Education Edition
RKC Reporter – Spiritual Edition
Bulletins
News Releases
Emergency Notification Network

PHOTOGRAPHY

Scrapbooks and on-line gallery

PUBLIC RELATIONS

WSGV Journal Liaison
Rosemead Reporter Liaison
Mid-Valley News/KMVR Liaison

RKN

RKN affiliate liaison

WEBSITE

Rosemead Kiwanis.org
Member Hideaway
Member Gallery

3. Newsletters and Publications

The RKC presently has two Newsletters, a community oriented publication, the *RKC Reporter*, and an internal members-only publication, the *RKC Kiwanicle*. Both are distributed by email. In addition our mailing list is part of the Rosemead Emergency Notification Network (operated by the City's Safety Department) and is structured with the capacity to be used for special bulletins to sub-groups as required. It has been suggested, but we have never as yet implemented the idea, that we might have special periodic newsletters for targeted groups such as businesses, educators', residents and spiritual organizations.

4. Photography

Photographs are taken of major activities and a scrapbook maintained both in hard copy (and more recently electronically) of selected pictures.

5. Public Relations

The Public Relations and Communications Committee has working relationships with Rosemead related print media publications, As a result *RKC Reporter* articles appear with regularity in such publications.

6. RKN

Much of the success of the RKC is its interaction with over thirty other entities (local Kiwanis affiliates, governmental, corporate and non profit) with whom we partner in various areas. Our local affiliates we refer to as our Kiwanis Family, and along with the remaining partners, these comprise the Rosemead Kiwanis Network. The degree of involvement and the current list of entities fluctuates as need warrants. A snapshot overview of this structure is updated periodically and incorporated as a chart in the latest edition of our Operations Review brochure. The Public Relations and Communications Committee has an ongoing liaison and publicity role with all RKN members.

7. Website

The RKC has an extensive public website, Its functional operation is the responsibility of the Public Relations and Communications Committee .

Sponsored Leadership Program Committee

The responsibilities of the Sponsored Leadership Program Committee presently include the following three areas:

- 1. After School Programs**
- 2. Sponsored Groups**
- 3. Specialty Programs**

1. After School Programs

Because of Proposition 49 funding all Elementary and Intermediate schools in Rosemead have active afterschool programs with which RKC has opportunity to interact on a regular basis. Most of this involves providing modules in targeted areas such as crocheting, safety, and basic economics. As faculty advisors can be found and other logistical and financial details can be worked out it is our goal to establish Kiwanis programs such as K-Kids, BUG (Bringing Up Grades) and Terrific Kids programs within the after school framework. .

2. Sponsored Groups

The RKC presently partners with several Kiwanis family groups including the RHS and Don Bosco Key Clubs and Muscatel Builders Club. A 2014-2015 fiscal year goal is for us to reestablish Builder's Clubs at Garvey and Temple, as well as possibly sponsor a version of the aforementioned Terrific Kids program in the Garvey School District (one presently already exists for the Rosemead District).

(Continued on page 24)

Sponsored Leadership Program Committee

-

AREA OF RESPONSIBILITY TASKS

AFTER SCHOOL PROGRAMS

GSD
RSD

SPONSORED GROUPS

Rosemead KEY
Don Bosco KEY
Muscatel Builders
Garvey Builders
Temple Builders
Div 10 AKTION-(Charter inactive)

SPECIALIZED PROGRAMS

Lincoln Training Center
Maryvale
RSD Terrific Kids
GSD Terrific Kids
Rosemead local Cool Stuff

3. Specialized programs

The RKC sponsors leadership programs involving RKC and K-Family members. These presently include a monthly birthday celebration for clients of the Lincoln Training Center, special parties at Maryvale, a Terrific Kids (formerly called BUG - Bringing Up Grades) program for the RSD after school program, and support for the Kiwanis K-Leader program.

The RKC has advocated the Cool Stuff Financial Literacy program for intermediate and high school students (see kiwaniscoolstuff.com website for details). RKC operations in this area may in the future be conducted as an SLP Committee Specialized Program outreach since the venues and prospective participants strongly overlap. Similar possibilities exist relative to revival of the Aktion Club and cooperative operations with other youth oriented groups such as the Scout, Boys and Girls Club, AYO etc.

Young Children Priority One Committee

The responsibilities of the Young Children Priority One Committee presently include the following four areas:

1. **School Liaisons (Including RIF/PTO as applicable)**
2. **Young Children Priority One**
3. **Literacy Programs**
4. **Special Opportunities**

1. School Liaisons (Inc. RIF/PTO as applicable))

It is an objective of the RKC to have a designated Kiwanis liaison for every elementary school in the Garvey and Rosemead school districts dedicated to faculty, RIF and PTO relationships. .

All eligible elementary schools in the Rosemead and Garvey Districts participate in RIF (Reading is Fundamental) literacy and book distribution programs, thanks to the aggressive efforts of our Club. The program for the Logsdon school is actually operated by Maryvale, into whose campus Logsdon is embedded.

All RIF school grants require an annual application renewal, attendance at a fall orientation seminar and three reading oriented activities each year. The latter also involves pick-up of books and a possible need for readers and volunteers for up to three literacy events per school year.

Although the schools each have staff assigned to RIF there is a need to monitor these responsibilities and supply Kiwanian manpower as needed. This is the primary responsibility of the Kiwanian assigned to each school.

Additionally the assigned Kiwanian for the school is responsible to be sure that the school Principal is aware of our grant program. If possible, it should also include a presentation to faculty members.

Finally, the school liaison should insure that the school's PTO (Parent Teacher Organization) is aware of the RKC. If possible, and with the cooperation of the site Principal, the PTO group's members should be afforded opportunity to be included on our *RKC Reporter* distribution list. Ideally, we should have a Kiwanis presence at selected school activities and PTO meetings.

(Continued on page 27)

Young Children Priority One Committee

-

AREA OF RESPONSIBILITY	TASKS
SCHOOL LIASION (Including	RIF/PTO as applicable) <i>RHS</i> <i>Garvey</i> <i>Temple</i> <i>Muscatel</i> <i>Bitely</i> <i>Dewey</i> <i>Duffl (closed due to low enrollment)</i> <i>Emerson</i> <i>Hillcrest (RIF ineligible due to higher income)</i> <i>Marshall (closed due to low enrollment)</i> <i>Monterey Vista</i> <i>Rice</i> <i>Sanchez</i> <i>Willard</i> <i>Encinita</i> <i>Janson</i> <i>Savannah</i> <i>Shuey</i> <i>Maryvale/Logsdon</i> <i>University of West</i>

CHILDREN PRIORITY ONE

Children's Health
Child Care
Nutrition
Parenting
Child Advocacy
Pediatric Trauma

LITERACY PROGRAMS

GSD Dictionary Program
Head Start Programs
Resource Centers

SPECIAL OPPORTUNITIES

2. Young Children Priority One

Although presently not active in the RKC, the various aspects of this initiative is a major Kiwanis International concern dating from the 1990's. Sample resource kits are posted on the rosemeadkiwanis.org website. As resources permit, the RKC YCP1 Committee may consider sponsoring projects in this area.

3. Literacy Programs

The RKC annually distributes student dictionaries with RKC labels to third graders in the GSD, funded by the RKF. RKC volunteers are needed to prepare the books as well as assist in the distributions. YCP1 site coordinators should be involved in this process along with other RKC members.

At the present time we do not have an active relationship with the local Head Start program due to local staffing issues. However, if and when these issues are resolved this is a area for possible YCP1 Committee attention.

Historically the RKC was involved in obtaining funding for construction of a learning resource center at Maryvale. Periodic emulation of this effort at local elementary schools might be possible where schools can insure staffing.

4. Special Opportunities

Through use of the assistance application programs and good relations with local school staff, beginning with the principal, site coordinators periodically encounter unique opportunities. Examples have included support for the Leader in Me program at Janson, the Rhythmax Choir (district-wide), and Mock Trial team at Garvey and/or the Ecology Club and STESAM projects at Encinita. YCP1 Site Coordinators need to be alert to viable niche opportunities since it is on occasion possible to partner with others in securing grants for projects that are too large for the RKC/RKF alone.

SPECIAL COMMITTEES

In addition to the standing committees provided for in the RKC bylaws the RKC President may designate, appoint members to and dissolve special committees to address unique situations.

As of December, 2014, the RKC has three such committees as follows:

K-family Relay for Life Team Committee – this special committee manages affairs relative to the annual K-family Relay for Life team as well as involvement by Rosemead Family of Kiwanis group members in the broader aspects of the event itself.

Satellite Committee – Beginning in 2007 Kiwanis International authorized Clubs local clubs to experiment with non-traditional meeting formats to address a variety of needs. These can include meeting times, special interests, remote locations, or unique venues (including online),

Such groups share the same officers and board as the sponsoring club and function as a special committee thereof. Depending on the pleasure of the Club board they may or may not sponsor their own projects, have unique officers, be accorded special board representation, have outside speakers, or sponsor projects outside the parent club committee structure. .

Currently the RKC satellite meets monthly in a workshop format for the primary purpose of facilitating the time availability of its attendees. These are presently targeted representation of RKC Committees, K-family groups and other interested parties. It is authorized to have outside speakers and propose projects directly to the RKC Board. However, the RKC satellite has thus far elected to minimize the utilization of outside speakers. It has also chosen to refer project ideas to the appropriate committees for evaluation and implementation. These parameters, especially in terms of frequency and demographics, may change in the future as resources permits and interest warrants.

Socialization Committee – this committee is charged with fostering social events to improve camaraderie among Rosemead Kiwanians and their families.

Other Special Committees:

In addition to the aforementioned special committees, the RKC has a presently inactive Facilities Committee and a periodic but presently inactive Nominating Committee to oversee RKC elections.

ROSEMEAD KIWANIS FOUNDATION

The Rosemead Kiwanis Club is a 501(c)(4) organization. Its Board Members, however, are ex-officio Board members of the Rosemead Kiwanis Foundation, a separately constituted 501(c)(3) organization. Kiwanis International has no connection with or oversight responsibility for 501(c)(3) foundation entities linked to local Kiwanis Clubs, as each such entity has its own bylaws and standing rules.

History and Operations

The RKF was initially founded as the result of a bequest from a member and his spouse who died without heirs, leaving a substantial estate to be divided between groups they designated. This sum has subsequently been augmented by bequests from others, internal growth in value and occasional fundraising efforts. It is fully qualified to receive and does receive tax deductible charitable contributions.

The assets of the Foundation presently generate an annual cash flow which is used to benefit designated causes each year, typically including but not limited to:

Builders' and Key Clubs
CMI Residents Cultural Enrichment program
Cool Stuff Economic Literacy Program
K-Kids Clubs
Muscatel Science Olympiad
Reading is Fundamental
Relay for Life
RSD and GSD After School Programs
Teacher Grant Program

The Foundation has no paid staff and minimal operating expenses. It does interact and cooperate with other Kiwanian and Rosemead Foundations, as well as RKC Committees, as need requires. In addition it has three committees of its own:

Budget and Funding Committee

Finance and Fundraising Committee

Grant Assistance Committee

Budget and Funding Committee (BFC)

Each year the Foundation estimates anticipated revenues and prospective allocations, using the former to fund the latter, including setting aside an amount for unanticipated need. Allocation of requests for these funds, as well as requests for manpower and consulting services, are channeled to the BFC, which may request cooperative action with other RKN groups. This Committee in membership is made up ex-officio of the members of the RKC Finance and Fundraising Committee. All BFC recommendations are subject to review by the RKF Board.

Finance and Fundraising Committee (FFC)

This Committee in membership is made up ex-officio of the members of the RKC Finance and Fundraising Committee. The Foundation and RKC have entered into arrangements whereby, in exchange for certain consideration, monies are paid on an ongoing basis to the RKF for use in its charitable activities.

In 2007 such an arrangement was made with producers of the *Cool Stuff* economic literacy program. The RKF underwrote startup costs of a website for free distribution of selected *Cool Stuff* materials to KEY Club members and interested youth. In exchange the RKF receives a portion of monies received through sales on the site.

In 2009 the Foundation and RKC agreed to operate certain refreshment equipment at Rosemead activities under the RKC/RKF banner and oversight in exchange for a percentage of proceeds. Both such operations and any similar activities fall under purview of the Fund Raising Committee

Grant Assistance Committee (GAC)

RKC members actively attempt to secure, as occasion affords, outside grants for projects which exceed Club and Foundation resources. Examples have included the Ian Pappas Foundation support of the World in Flight program at Temple Intermediate School, grants for musical equipment from the Mr Holland's Opus Foundation for Muscatel and Garvey Intermediate Schools, and the cooperative effort to build a Learning Resource Center for the Maryvale Girl's home.

Additionally, the RKC/RKF receives assistance requests (which can include manpower and advisory services as well as funding) from educators and others. These must be evaluated on a case by case basis and recommendations made as to disposition.

The GAC oversees such efforts, and also trains interested RKC members and others in the grant mining and application process.

(This page intentionally left blank)

2014-2015 RKC/RKF Officers and Committee Chairpersons

Officers/Board Members

Mario Manzano - President

Steven Ly – Vice President*

Ron Robertson – Immediate Past President

Carol Mahoney - Secretary

Elizabeth Landing – Treasurer

Bob Bruesch – Board Member

Michelle Freridge – Board Member

Carol Mahoney – Board Member

Robert Ries – Board Member

Karen Roberson – Board Member

Ted Saulino – Board Member

Minh Wang – Board Member

Chairpersons

Administrative Committee (RKC) – Art Landing
(including Public Relations and Communication)

Community Services Committee (RKC) – Bob Bruesch

Facilities Special Committee (RKC) – Inactive

Finance and Fundraising Committee (RKC/RKF) – Frank DiNoto

Grant Assistance Committee (RKF) – Michelle Freridge

Human and Spiritual Values Committee (RKC) – Elizabeth Landing

K-Family Relay for Life Special Committee (RKC) -- Suzanne Coscarelli

Membership and Education Committee (RKC) – Frank Quintanilla

Nominating Special Committee (RKC) – Inactive

Satellite Operations Special Committee (RKC) – Art Landing

Socialization Committee (RKC) – Elizabeth Landing

Sponsored Leadership Programs Committee (RKC) – Miguel Flores

Young Children Priority One (RKC) – Van Trac