



Kin Canada Education Session

# Spring Zone Conference Planning Guide

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# Points to Remember

- Official Call: Send to clubs 30 – 45 days prior to the meeting. Include date, location, cost, time and theme if applicable.
- Include any resolutions from clubs, zone or district.
- Include a draft agenda
- Request a joke from each club to keep the meeting interesting.



# Points...

- Request club president reports on club activities. Give an early deadline to allow for late reports.
- If time permits on your agenda, include personal development workshops.
- Appoint a secretary and rules of order chair
- Collect award submissions for judging; determine deadline for submissions.

# Points...

- Work closely with the president of the host clubs. Ensure some Kin fellowship happens.
- Invite the District Governor and allow 15 – 20 minutes on the agenda for a report.
- Copies of the minutes should be forwarded to club presidents and governor(s) within 6 weeks.

# Agenda

- Call to order
- O' Canada
- Kin Song
- Appointments:
  - Rules of Order
  - Secretary
  - Sergeant-at-arms

# Agenda...

- Introductions: head table, guests, club presidents, past officers
- Chair's remarks
- Speaking competition
- Presidents' reports
- Deputy Governor reports
- Minutes of past zone conference
- First call for nominations
- Resolutions

# Agenda...

- Second call for nominations
- District Representative's remarks
- Joke off
- Old Business
- New Business
- Third Call for nominations
- Presentation of bids for next zone conference
- Presentation of candidates for Deputy Governor

# Agenda...

- Election of Deputy Governor(s)
- Remarks of Deputy Governor(s)-elect
- Sergeant-at-arms report
- Host Club final remarks
- Deputy Governor final remarks
- Adjournment

**Kin Fellowship!**