**CALIFORNIA-NEVADA-HAWAI’I DISTRICT OF CIRCLE K INTERNATIONAL**

**2021-2022 DISTRICT CHAIR/TREASURER/LTG APPLICATION**

Dear District Chair/Treasurer/Lt. Governor Applicant,

Thank you for expressing interest and taking time to apply to be part of the 2021-2022 California-Nevada-Hawai’i Circle K District Board! The District is able to create many membership programs and large-scale events due to our District officers, and we cannot wait to see the passion and dedication that you have for this organization. Make sure to read this entire application **thoroughly** and complete any prompts to the best of your abilities. Each application will be reviewed with detail in a professional manner, and the appointments made will be based on who is believed to fit the needs and goals of our District and the 2021-2022 District Board. If you have any questions about the application process, please contact any District Board Officer! Thank you again for your interest and good luck to all the applicants!

**Application Process**

1. Application Process: **Tuesday, March 23rd, 2021 – April 6th, 2021.**
2. Applications must be submitted by**Tuesday, March 30th, 2021 @ 10:00 PM PDT / 7:00 PM HST** to CNH District Governor Ryan Kenneth Tan ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Interviews and reference checks will take place between **Wednesday, March 31st, 2021 – Monday, April 5th, 2021.**
4. Appointments will be made by **Tuesday, April 6th, 2021.**

Once again, thank you and good luck to all the applicants and we are looking forward to seeing what you have to bring to our clubs and members for a terrific year of service, leadership, and fellowship!

**SECTION 1: RESPONSIBILITIES:**

1. The District has nine (9) standing committee chairs, with the potential of two (2) additional chairs in accordance with the District bylaws.
2. These positions serve as ex-officio members of the board and work with the elected officers to promote growth and advancement to the Circle K program in the California, Nevada and Hawai’i District.
3. Chairs do not have a vote during District Board meetings. Lieutenant Governors and Executive officers do have the ability to vote during District Board meetings.

If selected, the District officer must complete an Agreement to Serve contract, be a member in good standing, and be enrolled at least half time during the 2021-2022 term. The following is a list of minimum responsibilities expected of each officer. **Please check the box next to each responsibility that you are applying for.** (double click on the box to check it).

In doing so, you signify an understanding of the responsibility:

**Attend the District Officer Training Conference held on April 30th – May 2nd at the Kiwanis District Office in Rancho Cucamonga, California.**

As requested, attend and actively participate in all District Board meetings throughout the year.

Remain in constant communication by reporting activities and progress to the District board and with designated Kiwanis Adviser.

[Chair] Within 2 weeks of taking office, begin recruiting committee members by creating and distributing a committee application.

Appoint all committee members by Friday, May 14th, 2021, and aim for a diverse representation across California, Nevada, and Hawai’i.

[Chair] Hold committee meetings at least monthly (these can be virtual meetings) and report meeting minutes to the Governor and your adviser.

**Be willing to help with tasks that are not directly related to the chairperson’s position but do so to assist your fellow constituents of the District Board and Clubs.**

**SECTION 2: DESCRIPTIONS & EXPECTATIONS**

By becoming a District officer, you will be working with a team of Circle K members whose goal will be to improve the California, Nevada and Hawai’i District. Most importantly, the officer will be a role model for the District membership. It is expected that each officer will participate in District events and assist the District Board in any and all ways possible. The following is a list of minimum duties for each position. Appointed chairs will be encouraged to expand their role as the year progresses, by bringing forward **new, creative,** and **innovative** ideas.

Individuals considering an appointment must be able to fully participate in District sponsored training, board meetings, and all District events, unless the Governor and/or the District Administrator excuses them. They should have a reliable means of transportation and communication (e-mail, phone, cell phone, etc.).

The following are upcoming 2021-2022 events that will require board participation:

|  |  |
| --- | --- |
| **April 30th – May 2nd** | District Officer Training Conference and Board Meeting at the Kiwanis District Office, Rancho Cucamonga/Ontario, CA |
| **TBD** | President’s Retreat via the online platform, Zoom |
| **July 24th – 26th** | Large Scale Service Project and Education & Leadership Conference in Salt Lake City, Utah (Highly Suggested) |
| **TBD** | Summer Board Training and Board Meeting at the Kiwanis District Office, Rancho Cucamonga/Ontario, CA |
| **Mid October** | Crazy Kompetition for Infants, Location TBA |
| **November 5th – 7th \*** | Fall Training Conference and Board Meeting at Old Oak Ranch in Sonora, CA |
| **TBD** | Winter District Board Meeting at the Kiwanis District Office, Rancho Cucamonga, CA |
| **March 25th – 27th \*** | Cal-Nev-Ha District Convention at the Riverside Convention Center |
| **2021-2022** | All District-sponsored service and/or fundraising events |

**The following are descriptions of Standing Chair positions on the District Board:**

1. **Administration & Operations Chair**

* Develop, implement, and oversee all professional development activities
* Advance strategic direction of the District Board’s special projects through data analysis, resource management, and proper delegation.
* Recruit and engage Alumni Membership Network.
* Provide guidance to all Vice Presidents of Administration across the District.

1. **Communications & Marketing Chair**

* Manage the District publications, *The Sunburst*.
* Oversee the branding and digital presence of Cal-Nev-Ha Circle K through external outreach, graphics, and social media accounts.
* Work with the District Technology Chair to establish an online medium for *The Sunburst* on the Cal-Nev-Ha District website.
* Manage the activity of the District blog, *The Sunspot*.
* Work with the District event chairs to market District events to both Circle K members and external media outlets.
* Provide guidance to all Public Relation officers to promote the external image of Cal-Nev-Ha Circle K to different organizations.
* It is preferred, but not necessary, that applicants have experience in graphic design, if you do you may attach a portfolio of past graphic work.

1. **District Convention Chair**

* Responsibilities include all aspects of the planning and coordination of the 2022 District Convention, including: entertainment, program, workshops, decorations, honors reception, and all other aspects of District Convention.
* Provide progressive updates to club officers throughout the course of the year regarding event deadlines and registration guides.
* It is preferred but not required that the applicant have prior experience in the planning process of a large-scale event such as Fall Training Conference and/or District Convention and that the applicant be from a club located in Southern-half of the California-Nevada-Hawai’i District.

1. **Fall Training Conference Chair**

* Responsibilities include all aspects of the planning and coordination of the 2021 Fall Training Conference to be held at Old Oak Ranch in Sonora, CA including: entertainment, program, workshops, decorations, and all other aspects of Fall Training Conference.
* Provide progressive updates to club officers throughout the course of the year regarding event deadlines and registration guides.
* The individual appointed is expected to assist the District Board for the whole term.
* It is preferred but not required that the applicant have prior experience in the planning process of a large event such as Fall Training Conference and/or District Convention and that the applicant be from a club located in Northern-half of the California-Nevada-Hawai’i District.

1. **Kiwanis Family & Foundation Chair**

* Educate members about the other Kiwanis Family branches.
* Creating a Circle K display board to be used in the promotion of our organization at other Conventions as well as promoting Circle K Week.
* Develop the resources needed to assist in the creation of other SLP Clubs.
* Promote the presence of the Kiwanis Family LinkedIn Group.
* The position will also gather project information from other Kiwanis Family branches and appropriately promote Circle K's participation in these projects.
* To improve the relationship and image of Circle K to all other Kiwanis branches.
* Bridge transparency and educate our District with the CNH Kiwanis Foundation.
* Collaborate and promote opportunities given by the CNH Kiwanis Foundation such as scholarships and project grants.
* Provide guidance to all Kiwanis Family Chairs across the District.

1. **Membership Development & Education Chair**

* Educate Circle K members about membership benefits.
* Aid in the growth of District membership by researching and promoting membership resources relevant to all different forms of academic institutions.
* Assist clubs with membership recruitment and retention programs.
* Facilitate the education of members in the District with both CKI and professional knowledge through webinars and episodes such as the Alumni Spotlight.
* Provide guidance to all Membership officers throughout the District.

1. **Member Recognition Chair**

* Responsibilities include updating the Awards Manual by making necessary corrections to information surrounding District Awards.
* Provide club officer with manuals to use the Online Award Submission System.
* Promoting the Awards Manual to the clubs and members.
* Effectively lead a recognition committee that will assist in the education, promotion, and recognition of awards at FTC and DCON.
* Work with the Governor, District Administrator, and Awards Advisor in the planning and organizing of the awards judging and disbursement at FTC and DCON.
* Recognize clubs and members throughout the year for their outstanding efforts outside of District events (For example: Member Recognition Mondays).
* Provide clubs with the Master Records Sheet Document to be collected from all clubs and provide feedback throughout the term.
* Responsibilities include promoting and amending the Membership Recognition Program (MRP) as needed.

1. **Service Chair**

* Research and implement the District and International Service Partners.
* Seek and implement service opportunities throughout the District.
* Coordinate service projects at the Fall Training Conference and District Convention.
* Evaluate the concept of District Large Scale Service Projects with the executive board and advisor.
* Manage and update the Service Database.
* Act as a liaison between the working committee, clubs, and the District Board.
* Strive to focus on improving the quality of service.
* Provide guidance to Service officers across the District.

1. **Technology Chair**

* Maintain an up-to-date District website.
* Create and maintain online tools such as an online archive of Membership Recognition Program standings and the online awards submission system.
* Provide an online archive of current accomplishment of the District regarding service goals and District officer resources.
* Applicants should have demonstrated knowledge and experience in WordPress, web design/development, maintenance, and public relation skills and will be asked to include a portfolio along with their application that displays past works that they have produced.
* Must maintain constant communication with all District Chairs to ensure technical support is provided to each committee.

**The following is a description of the Ad-Hoc Chair positions on the District Board. An Ad-Hoc chair is an appointed chairperson to serve the District for one major purpose or event. These positions’ do not have a seat at District Board Meetings. Activities on District Board correlate with its respective event or duty.**

1. **On to International Convention Chair:**

* Actively promote and coordinate all District fellowship activities associated with the International Large Scale Service Project and the Education & Leadership Conference scheduled from June 24th – 26th in Salt Lake City, Utah.
* Attend the Large-Scale Service Project and the Education & Leadership Conference.
* Assist members with travel and housing arrangements.
* Coordinate spirit packs and souvenirs regarding the Education & Leadership Conference for members to order.
* Develop a budget for proposal at the May District Board Meeting.

1. **President’s Retreat Chair:**

* Plan fellowship and leadership-based activities for the District President’s Retreat via the online platform, Zoom, along with President Retreat Advisor.
* Develop a budget for proposal at the May District Board Meeting.
* Coordinate the facilitation of souvenirs for members in attendance of President’s Retreat.
* Organize the President’s Manual to be given to members in attendance.
* It is preferred but not required that the applicant have attended and have prior experience in the planning process of a leadership event such as President’s Retreat and that the applicant be present at the May District Board Meeting.

**The following positions are descriptions of the open Lieutenant Governor positions. Due to the vacancies after the 2021 online Zoom Elections, the 2021-2022 District Governor will appoint the District Treasurer, Lieutenant Governor for the Central Coast Division, and Lieutenant Governor for the Metro Division.**

1. **District Treasurer**

* Assist in the collection and oversee the disbursement of all District dues, District event registration fees, and other District income.
* Chair the Finance and Fundraising Committee, and actively commit to raising funds for awareness of the 2021-2022 District Fundraising Initiatives.
* Chair the annual Crazy Kompetition for Infants 2021.
* Assist in planning the utilization of the District General Fund Budget for the 2021-2022 term.
* Be a voting officer at all District Board meetings.
* Provide guidance to all Treasurer/Fundraising officers across the District.

1. **Lieutenant Governor (Central Coast/Metro Division)**

* Serve as a liaison from the District to the clubs.
* Hold at least 9 Divisional Council Meetings to deliver necessary information to clubs and members.
* Be a voting officer at all District Board meetings.
* Communicate with their Kiwanis Family Lt. Governor counterparts.
* **\*\*\*To be the Lieutenant Governor of a Division, you must be a member of a club from the indicated division\*\*\***

**IN ORDER TO APPLY, YOU MUST MEET THE FOLLOWING REQUIREMENTS:**

1. Be a dues-paid member of a club in good standing.
2. Be enrolled at least half-time in an institution of education during the 2021-2022 term.
3. Fill out this application form completely.

**SECTION 3: CONTACT INFORMATION (\*required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name\*** |  | **Phone #1\*** |  |
| **School\*** |  | **Phone #2** |  |
| **Division\*** |  | **Email\*** |  |
| **Address\*** |  | | |
| **Position(s) of Interest\*** |  | | |
|  | | |
|  | | |
| **Preferred Method of Contact\*** |  | | |

**SECTION 4: GENERAL STATEMENTS**

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| **Please provide a brief response to the following questions FOR EACH POSITION YOU LISTED ABOVE:** |
| **Describe your involvement in Circle K and how it qualifies you for the position(s) which you are seeking.** |
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| **Why do you want this position and what do you think is the most important aspect of this position?** |
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| **What other commitments do you have in addition to Circle K, and how will you address the possibilities of the interference with this position’s duties?** |
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| **As a District Board Officer, you will be working with a team of various individuals with different personalities, how would you describe your leadership style and what can you contribute to the team?** |
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| **Finally, please complete the prompt(s) below that pertains to your position(s). Please feel free to use as much space as needed:** | |
| **Position:** | Choose an item. |
| Click here to enter text. | |
| **Position:** | Choose an item. |
| Click here to enter text. | |
| **Position:** | Choose an item. |
| Click here to enter text. | |

**SECTION 5: POSITION STATEMENTS PROMPTS**

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| **Administration & Operations** |
| 1. As Administration & Operations (A&O) Chair, you will provide guidance to Vice Presidents of Administration from across the District. What ideas do you have to support each Vice President of Administration? 2. One aspect of being A&O Chair is developing, planning, and overseeing all professional development activities. What ideas for events or programs do you have to increase the professional development of members across the district? 3. Provide an example of when you set expectations and monitored the performance of team members. What guidance and direction did you find most effective? 4. The Administration & Operations Chair’s duties include recruiting and engaging the Alumni Membership Network. What ideas do you have to better utilize alumni to the benefit of our members? |
| **Communications & Marketing** |
| 1. The District Newsletter and District Blog, *The Sunburst* and *The Sunspot*, are produced to recognize the achievements of both clubs and their members while at the same time publicizing District Events. This past year, it has been difficult to publicize the newsletter and blog, in addition to getting article submissions from a wide range of clubs. Please list your ideas on ways to increase readership and diverse club involvement when creating *The Sunburst* and *The Sunspot*. 2. The Outstanding Club Media award encompasses graphics, videos, and newsletters. How will you encourage clubs to develop these types of media and utilize them to market their club? What resources would you create, and which pre-existing ones would you encourage these clubs to use? 3. In the past few years, the Communications & Marketing Committee further developed the District’s external presence. What new methods do you have in mind to promote our external presence as CNH Circle K and how do you plan to do it effectively and efficiently? 4. With the update and improvement of the District Style Guide and the development of the District Graphic Standards Assets Google Folder in the 2019-2020 term, District Graphic Standards resources are readily available for clubs to utilize. How will you encourage clubs to abide by graphic standards and why do you think it is important for graphic standards to be used? 5. Social media plays an incredible role in how our district communicates with our members about district news. How would you ensure the CNH Circle K all social media platforms has sufficient and impactful content to present its online presence? What do you think is the importance of maintaining activeness on these platforms? |
| **District Convention** |
| 1. What does District Convention (DCON) mean to you? Describe your DCON experience(s). 2. What makes an event successful and how do you measure success? 3. What is the most important thing to you when it comes to event planning? 4. What would you do to make this coming DCON unique and one of a kind? Please elaborate on as many innovative ideas you would like to implement as possible. |
| **Fall Training Conference** |
| 1. What does Fall Training Conference (FTC) mean to you? Describe your FTC experience(s). 2. What is the most important thing to you when it comes to event planning? 3. FTC is the second largest District Event. It is often the event that really inspires members to become more involved in Circle K. Please list as many problems as possible that you saw with this year’s conference and your ideas that you have to change them. Also, please list what you would like to keep from this year (or perhaps even previous years). 4. What would you do to make this coming FTC unique and one of a kind? Please elaborate on as many innovative ideas you would like to implement as possible. |
| **Kiwanis Family and Foundation** |
| 1. As District Kiwanis Family and Foundation Chair, your job is to promote Kiwanis Family relations with all branches of Kiwanis (Kiwanis, Key Club, KIWIN’S, Builders Club, K-Kids). What incentive programs and promotional ideas do you have to increase involvement in events like Kiwanis One Day, Kiwanis Takeover, or Key to College? 2. What changes would you like to be made on the Kiwanis Family Report Form (KFRF)? How can you utilize gathered information on the club KFRF to enhance Kiwanis Family relations? 3. What ideas do you have that would allow clubs to provide a presence to all branches of the Kiwanis Family? 4. The Kiwanis Family Foundation Chair’s duties include tabling and promoting Circle K at Kiwanis Family events such as Kiwanis Convention and Midyear North/South. How would you utilize this tabling to increase the collaboration between Circle K and Kiwanis? 5. What experiences do you have working with the CNH Kiwanis Foundation? How would you educate members on their purpose? |
| **Member Development & Education** |
| 1. As Membership Development and Education Chair (MD&E) Chair, your job is to provide resources to help clubs promote membership growth and retention. What are the goals that you have for this District in terms of club growth in big and small schools, and ideas on how you would accomplish them (ideas for resources, training, etc.)? 2. One important aspect of being MD&E Chair is planning District Professional Development Conference (DPDC). Please list as many problems as possible that you saw with this year’s conference and your ideas that you have to change them. Also, please list what you would like to keep from this year (or perhaps even previous years). 3. What do you believe is the most important aspect of online tabling and active recruiting, and how would you ensure that clubs are prepared to host club rush? 4. In recent years, we have seen that older returning members lack the incentive to come back to Circle K because they have experienced most of what it has offered. What ideas do you have in mind to cater to both new and returning members? 5. What innovative ideas for events or programs do you have to increase the professional development of members across the district? |
| **Member Recognition** |
| 1. Have you applied for awards in the past? How would you encourage clubs with smaller members to apply as well as clubs with larger membership? 2. Please, with all available knowledge, explain what you would do to promote filling out awards, especially with the smaller clubs, what new awards you might like to see, or what additional requirements you would like to see this upcoming year. 3. In addition, explain any problems you have with the current awards or the online awards submission system and how would you address them? 4. How would you encourage clubs to utilize the Membership Recognition Program (MRP) for personal growth and development? 5. Why do you believe recognition is important, and what suggestions do you have for clubs without any recognition system? 6. What will be your academic schedule around the time of District Convention? Will your academic schedule conflict with your duties, if so, how will you prepare ahead of time to ensure you succeed in your position? |
| **Service** |
| 1. The District Service Chair is to host a District Large Scale Service Project (DLSSP). What ideas do you have to improve this event? 2. For the 2021-2022 term, the new District Service Initiatives are “Environment”, “Community Wellness & Equality”, and “Caring for Creatures.” What kind of service projects would you like to plan for the District with the initiatives in mind and what other ideas would you like to push forward in raising awareness of the District Service Initiatives? 3. How would you promote the education and reflection of service projects to increase impactful service? Describe a few ways to do this for your home club. 4. The District Service Chair will promote support and collaboration between the Vice Presidents of Service and Service Chairs. What ideas do you have to bridge the gap between yourself and each officer and between each officer? |
| **Technology Chair** |
| 1. What resources would you like to distribute to the club technology chairs in the District? 2. How do you plan to keep the website more inclusive for all members, and why would members want to return to the website more to check? 3. What prior experiences do you have with coding and programming? 4. The 2018-2019 Technology Committee began working on an online reporting portal for the CNH Secretaries to use, streamlining the process of Monthly Report Form submissions. Have you ever worked on similar projects, and do you have any ideas to improve the portal before its release? 5. What ideas do you have to improve the CNH Solstice mobile application for future district events? |
| **On To International Convention (Ad-Hoc)** |
| 1. This year, the Education & Leadership Conference (E&LC) is in Salt Lake City, Utah. As the largest District in Circle K International, we want to display California-Nevada-Hawaii District’s successes, spirit, and members at our highest potential. How would you effectively promote the E&LC and encourage more members to attend? 2. What kind of theme would you want our members to represent in Salt Lake City, and what is its significance to our District? Please include any ideas you have for spirit items, District merchandise, and other items you’d like the District to have. 3. How would you make sure that members have all the necessary information needed leading up to the E&LC to ensure a successful experience? 4. What ideas do you have for a District Dinner? What new ideas do you have to get members from our District to meet others while at the E&LC? |
| **President’s Retreat (Ad-Hoc)** |
| 1. Have you attended a President’s Retreat in the past? If so, how would you see it improving? If not, how would you make the event beneficial for those attending? 2. What new ideas would you like to implement into the President’s Retreat agenda, and how would these ideas be beneficial to the presidents? 3. What type of fun fellowship activities would you like to be seen done at President’s Retreat? 4. What is your opinion of a meaningful officer retreat? What assets are needed to be present for the event to be made valuable? |
| **District Treasurer** |
| 1. One important aspect of being District Treasurer is planning Crazy Kompetition for Infants (CKI). What do you believe went well during CKI Online 2020? What issues did you notice throughout the event, and how would you work to prevent them from happening? 2. What ideas do you have to increase awareness and education of the 2021-2022 District Fundraising Initiatives? 3. How would you encourage clubs to submit International and District dues on time? How do you plan to work with clubs that fail to submit these dues by the November 30 deadline and/or are struggling to pay their dues? 4. How do you plan to assist clubs with their fundraising efforts? 5. How would you utilize the Finance and Fundraising Committee to carry out your goals and vision for the position? What structural changes, if any, do you have in mind for the committee? |
| **Lieutenant Governor (Central Coast/Metro Division)** |
| 1. Divisional unity can help clubs retain membership and bond in fellowship. How can you increase divisional unity and interaction within your division? 2. It is not uncommon for a club to decrease in membership size and lose motivation. How would you prevent burnout and how can you keep your club officers motivated throughout the term? 3. What is a common issue that you’ve seen or felt in your Division, and how do you plan to resolve it as Lieutenant Governor? 4. What do you think it means to be a good Lieutenant Governor and how would you exemplify those characteristics? |

**SECTION 6: REFERENCES**

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| **You may provide up to 3 references to further support your application, as you feel necessary. Please include their Full Name, Relationship/Position, Phone Number, and E-mail address. We will also be looking into other references if needed as well.** | |
| NAME | Click here to enter text. |
| NAME | Click here to enter text. |
| NAME | Click here to enter text. |

**SECTION 7: INTERVIEW TIME AVAILABILITY**

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| **All applicants must schedule a 20–30-minute phone interview. Please indicate ALL times at which you will be available from 10:00AM – 10:00PM. You will receive a phone call or text regarding your interview time.** | |
| 3/31: Wednesday | Click here to enter text. |
| 4/1: Thursday | Click here to enter text. |
| 4/2: Friday | Click here to enter text. |
| 4/3: Saturday | Click here to enter text. |
| 4/4: Sunday | Click here to enter text. |
| 4/5: Monday | Click here to enter text. |

**SECTION 8: SUBMISSION & CERTIFICATION**

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| **Thank you for completing the 2021-2022 California-Nevada-Hawai’i Circle K District Chair/Treasurer/Lt. Governor Application! Please remember to e-mail this to** [**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org) **and fill out the boxes below.** | | | |
| E-Signature (Print Name) |  | Date |  |

**Please complete this application and submit it to the CNH Circle K Governor**

**By e-mail at:** [**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)

**Please make sure that the e-mail subject line and name of application is “ChairApp\_Name” (For example, “FallTrainingConference\_RyanTan”).**

**All applications for District Treasurer should have the Treasurer Service Agreement attached.**

**All applications for Lieutenant Governor should have the Lieutenant Governor Service Agreement attached.**

**All applications are to be RECEIVED by:**

**Tuesday, March 30th, 2021 @ 10:00 PM PDT / 7:00 PM PDT**

**Thank you for your interest in becoming a part of the**

**2021-2022 California-Nevada-Hawai’i Circle K District Board.**

**This concludes the California-Nevada-Hawai’i Circle K District Chair/Treasurer/Lt. Governor Application.**