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

**2020-2021 DISTRICT CLUB BUILDING & REVITALIZATION COMMITTEE APPLICATION**

Dear Applicant,

Thank you for showing interest in the Club Building & Revitalization Committee! I appreciate your time and effort in wanting to further serve this District by joining a committee. The purpose of this committee is to be a resource to individuals who are interested in chartering and reactivating a Circle K club and as well as to be a resource to struggling and at-risk clubs.

As a committee member, you will be tasked with a variety of items such as creating resources and assisting clubs in the charter process. Throughout the term, committee members will be trained on internal procedures and processes that are essential to help build clubs and improve struggling clubs. It is HIGHLY recommended (but not required) that applicants have experience and/or knowledge on the chartering process and/or establishing a foundation within a club.

I look forward to reviewing your ideas and skills, so please be sure to fill the application out as thoroughly as possible. All applicants will be reviewed thoroughly and professionally. Decisions will be made based on who is believed to be the most qualified and meets the needs and goals of this year's District Board.

With that being said, thank you again for your interest in applying for Club Building & Revitalization Committee and I wish you the best of luck on your application. I can’t wait to see what you will bring to this year’s committee. Please do not hesitate to contact me if you have any questions.

In service,

**Nicolas Wright**

2020-2021 Club Building & Revitalization Chair

[cbr@cnhcirclek.org](mailto:cbr@cnhcirclek.org)

**SECTION 1: ABOUT THE CLUB BUILDING & REVITALIZATION COMMITTEE**

The Club Building & Revitalization Committee is to provide resources for the chartering and reactivation of clubs (Club Building) and aid in the strengthening of struggling and at-risk clubs (Revitalization). The focus of this committee will be to provide strategic planning for the District in order to effectively increase membership and retention of clubs.

**GENERAL GOALS FOR THE 2020-2021 CLUB BUILDING & REVITALIZATION COMMITTEE**

1. Work with struggling clubs and their respective Lt. Governor to create a more stable foundation
2. Compile data and analytics to provide strategic club building plans for the District
3. Assist in chartering new clubs and help integrate them into the District
4. Create effective, meaningful, easy-to-read resources
5. Educate Lt. Governors about the club building process

**SECTION 2: APPLICATION TIMELINE**

1. Application process: **Sunday, May 10, 2020 to Sunday, May 24, 2020.**
2. Applications must be submitted **by Sunday, May 17, 2020 at 10:00PM (PDT) / 7:00PM (HST)** to Club Building & Revitalization Chair **Nicolas Wright (**[**cbr@cnhcirclek.org**](mailto:cbr@cnhcirclek.org)**)** and District Governor **Katherine Thy Hoang** **(**[**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)**)**.
3. Applicants invited to an interview will be notified **Monday, May 18, 2020.**
4. Interviews will take place **Tuesday, May 19, 2020 to Saturday, May 23, 2020.**
5. Appointments will be made by **Sunday, May 24, 2020 at 4:00PM (PDT) / 1:00PM (HST).** All applicants will be notified of final selections by then.

**SECTION 3: RESPONSIBILITIES**

The members of the District Club Building & Revitalization Committee are responsible for:

* Being a resource for club building and revitalization procedures
* Research and development of resources for strategic planning for the Lt. Governors and District Board
* Creating resources for club building and club revitalization

The following is a list of minimum responsibilities expected of each committee member. **Please indicate that you have read and understand the duties by double clicking and checking the boxes.**

Attend **ALL** committee meetings unless excused with a valid reason and 24 hours advance notice. Meetings will generally be held online.

Participate actively in committee meetings by brainstorming ideas, providing input and feedback to the committee as a whole in an advisory role and voting member of the committee, and helping other committee members with or without being asked.

Remain in constant communication with the Club Building & Revitalization Chair by reporting activities and progress through check-ins.

Complete all assigned projects early or **ON TIME**. If you require an extension of need assistance with a task, contact the Club Building & Revitalization Chair as soon as possible.

Assist the Club Building & Revitalization Committee in ensuring the District is operating in accordance with the official District and International documents.

Be willing to help with **ANY** other tasks pertaining to the success of the committee, other than what is listed in each committee member description. The FiFun Committee is a unified team; therefore, it is your responsibility to go above and beyond your duties as a committee member.

**SECTION 4: POSITIONS & REQUIREMENTS**

* It is highly recommended applicants have a strong background in rebuilding or chartering clubs
* Knowledge in multiple levels of the Kiwanis Family
* Passion for District growth

**POSITION DESCRIPTIONS**

The following is a list of the minimum duties for each of the positions:

**EXECUTIVE ASSISTANT**

The executive assistant shall aid the committee chair with administrative tasks and committee logistics.

General Duties:

* Preside in committee meetings when committee chair is unable to attend
* Record and distribute meeting minutes
* Ensure committee is adhering to deadlines, goals, and directives
* Aid in the development and execution of webinars
* Participate in the creation of effective chartering resources
* Complete any other duties as assigned by Committee Chair

**REGIONAL SPECIALISTS (3)**

There will be three specialists: **Northern** (Capital, Central Coast, Golden Gate, Sunset), **Southern** (Citrus, Desert Oasis, Foothill, Metro, Paradise) and **At-Large** (Nevada & Hawai’i) that will aid the committee chair in gathering necessary information and resources from their assigned area.

General Duties:

* Assist the committee chair in creating a database of potential club charters
* Generate and follow up on potential charter leads
* Be a resource to struggling and at-risk clubs
* Participate in the creation of effective chartering resources
* Complete any other duties as assigned by Committee Chair

**DATA ANALYST**

The data analyst shall aid the committee chair with data collection and analysis and organize it to reach meaningful conclusions for areas of District growth.

General Duties:

* Collect new club data and set up infrastructure to analyze that data
* Produce reports for the Committee and District Board to better understand trends in club building and revitalization
* Participate in the creation of effective chartering resources
* Complete any other duties as assigned by Committee Chair

**RESOURCE COORDINATOR**

The resource coordinator shall aid the committee chair with creating meaningful and easy-to-read resources.

General Duties:

* Lead the creation of effective resources that will benefit all clubs in the District
* Organize resources in an efficient way that is readily accessible to the District
* Complete any other duties as assigned by Committee Chair

**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 during the 2020-2021 term.

**SECTION 5: CONTACT INFORMATION**

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| --- | --- | --- | --- |
| **Name** |  | **Phone** |  |
| **School** |  | **Email** |  |
| **Division** |  | **Major/Year** |  |
| **Position(s) of Interest** |  | | |

**SECTION 6: GENERAL QUESTIONS**

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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. List any past experience that will help you in the position(s) you are applying for.** |
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| **Why do you want to be a part of the committee and why do you want the position(s) you are applying for?** |
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| **List any other commitments (both inside and outside of Circle K) that you will have from now until March 2021 and the hours you will spend per week doing them. Explain how you prioritize these commitments.** |
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| **Are you applying for any other District Committees this term? If so, which one(s)?** |
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| **What are two unique ideas you have for the committee?** |
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**SECTION 7: POSITION-SPECIFIC QUESTIONS**

***\* Please answer your position(s’) specific questions in the provided space on the next page of the application \****

**EXECUTIVE ASSISTANT**

1. What administrative leadership experience have you had? Please list any related past positions or duties.
2. How would you go above and beyond your existing duties as an Executive Assistant?

**REGIONAL SPECIALIST**

1. What do you believe is the most important aspect of club building?
2. What do you believe leads to the decline of small clubs and what ideas do you have to combat it?

**DATA ANALYST**

1. What is the largest data set you’ve worked with? How many entries and variables did the data set comprise? What kind of data was included?
2. What’s your experience in creating dashboards?

**RESOURCE COORDINATOR**

1. Describe any ideas you have for resources that would be beneficial to chartering and/or struggling clubs.
2. How would you effectively promote and raise awareness of these resources to clubs and the rest of our Kiwanis Family?

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| **Please use the space provided below to answer the question(s) that pertain to the position(s) you are applying for. Feel free to use as much space as you need, but please be concise with your answers.** |
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**SECTION 8: REFERENCES**

Please provide at least two references and their contact information. These references can be Circle K members, officers, or advisors, or people you have worked with professionally that can attest to your work ethic and professionalism.

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| **REFERENCE 1** | |
| **Name** |  |
| **Title** |  |
| **Email** |  |
| **Phone** |  |

|  |  |
| --- | --- |
| **REFERENCE 2** | |
| **Name** |  |
| **Title** |  |
| **Email** |  |
| **Phone** |  |

**SECTION 9: SUBMISSION & CERTIFICATION**

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| --- | --- | --- | --- |
| **Thank you for completing the 2020-2021 California-Nevada-Hawai’i District Club Building & Revitalization Committee Application! Please remember to fill out the boxes below.** | | | |
| E-Signature (Print Name) |  | Date |  |

**Please complete this application and email it to Club Building & Revitalization Chair Nicolas Wright (**[**cbr@cnhcirclek.org**](mailto:cbr@cnhcirclek.org)**) and District Governor Katherine Thy Hoang (**[**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)**)**

Please send the application in **PDF** format with the application file and email subject line in the following manner:

**CB&RCommittee\_FirstNameLastName** (e.g. CB&RCommittee\_NicolasWright)

**All applications are to be RECEIVED by**

**Sunday, May 17, 2020 by 10:00 PM (PDT) / 7:00PM (HST)**

Thank you for your interest in becoming a part of the 2020-2021 District Club Building & Revitalization Committee!

This concludes the California-Nevada-Hawai’i District Club Building & Revitalization Committee application.