**California-Nevada-Hawaii District**

**Circle K International**

District Club Building & Revitalization Committee Application

2018-2019

Dear Applicant,

Thank you for showing interest in the newest committee in CNH Circle K, Club Building & Revitalization! I also 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, rechartering, and/or reactivating a Circle K club and as well as to be a resource to at-risk and struggling clubs.

As a committee, we will be establishing the foundations and function of this committee not just for this term, but for the future. As a committee member, you will be tasked with a variety of items such as creating resources and updating the club building database. 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 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. The decisions made will be based on who is believed to be the most qualified and meets the needs and goals of this year's District Board. Good luck!

Sincerely,

**Joshua Nepomuceno**

Club Building & Revitalization Chair

2019-2020

**About the Club Building & Revitalization Committee**

**Purpose:** The purpose of 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 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 2019-2020 Club Building & Revitalization Committee**

1. Create new and effective resources tailored to chartering clubs
2. Work with struggling clubs and their respective Lieutenant Governor to create a more stable foundation in order to increase membership and retention
3. Compile data and analytics to provide strategic club building plans to the District Board
4. Utilize other District Resources to help newly chartered clubs and their members integrate into the district
5. Be of resource to all chartering and newly chartered/reactivated club presidents

**Application Timeline**

1. Application process: **Monday, May 13, 2019 to Friday, May 24, 2019.**
2. Applications must be submitted **by Friday, May 17, 2019 at 10:00PM (PST) / 7:00PM (HST)** to Club Building & Revitalization Chair **Joshua Nepomuceno (****cbr@cnhcirclek.org****)** and District Governor **Wayne Cheng** (**governor@cnhcirclek.org**).
3. Applicants invited to an interview will be notified  **Saturday, May 18, 2019.**
4. Interviews will take place **Sunday, May 19, 2019 to Wednesday, May 22, 2019.**
5. Appointments will be made by **Friday, May 24, 2019.** All applicants will be notified of final selections by then.

**Responsibilities:**

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

* Being a resource for club building procedures and processes
* Research and development of resources for strategic planning for the Lieutenant 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 check the box next to each responsibility (double click on it to check it). In doing so, you have shown that you understand each responsibility

[ ]  Attend all online committee meetings established by the Club Building & Revitalization Chair and try your best to attend any in-person meetings that may be planned by the committee chair

[ ]  Remain in constant communication with the Club Building & Revitalization committee, providing timely reports of progress on assigned tasks

[ ]  Complete all assigned projects early or on time. If this is not possible, you must notify the Club Building & Revitalization Committee Chair in a timely manner

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

[ ]  Complete any additional work that may be delegated to the committee members

**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**

Description: 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)**

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

* Assist the committee chair in creating a database of potential club charters and at-risk clubs
* Generate and follow up on potential charter leads to refer to Lieutenant Governors
* Participate in the creation of effective chartering resources
* Aid the chair in the research & development of the committee
* Complete any other duties as assigned by Committee Chair

**Prompts by Position:**

**Executive Assistant:**

1. What administrative leadership experience have you had? Please list any related past positions or duties.
2. Why do you want to be the Executive Assistant?
3. How would you go above and beyond your existing duties as an Executive Assistant?
4. What are two unique ideas do you have for Club Building & Revitalization?

**Regional Specialist:**

1. What do you believe 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?
3. What are two unique ideas do you have for Club Building & Revitalization?

*\* Please answer these questions at the provided space at the bottom of the application*

**IN ORDER TO QUALIFY FOR THE CLUB BUILDING & REVITALIZATION COMMITTEE, YOU MUST MEET THE FOLLOWING REQUIREMENTS:**

* Be a dues-paid member of a club in good standing.
* Be enrolled at least half-time during the 2019-2020 term.

**Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Phone Number (Text: Y/N?)** |  |
| **Email** |  | **Skype (if applicable)**  |  |
| **Club / Division** |  | **Major/Year** |  |
| **Preferred Position** |  |

 **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.

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **E-mail** |  |
| **Phone Number** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **E-mail** |  |
| **Phone Number** |  |

**Short-Answer Questions:**

**Why do you want to be a part of the Committee?  Why do you want the position(s) you are applying for? What do you hope to gain from this experience?**

|  |
| --- |
| [Insert Answer Here] |

**List any past experience that will help you in the position(s) you applied for.**

|  |
| --- |
| [Insert Answer Here] |

**What is your vision for the role of the Club Building & Revitalization Committee in the District, and what do you believe we can realistically implement this upcoming term?**

|  |
| --- |
| [Insert Answer Here] |

**List any other commitments (both inside and outside of Circle K) that you will have from now until March 2020 and the hours you will spend per week doing them.**

|  |
| --- |
| [Insert Answer Here] |

**Are applying for any other District Committees this term? If so, which one(s)?**

|  |
| --- |
| [Insert Answer Here] |

**Finally, please complete the prompt(s) below that pertains to your position(s).  Please feel free to use as much space as needed:**

|  |
| --- |
| [Insert Answer Here] |

**If you have any questions, feel free to contact me!**

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

**CB&RCommittee\_FirstNameLastName (eg. CB&RCommittee\_JohnDoe)**

**Feel free to attach any links or files that you feel will best supplement your application in the email.**

**Late applications will NOT be accepted.**

**Joshua Nepomuceno**

**District Club Building & Revitalization Chair**

**cbr@cnhcirclek.org**

**&**

**Wayne Cheng**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

**Friday, May 17, 2019 by 10:00 PM (PST) / 7:00PM (HST)!**

**Thank you for your interest in becoming a part of the 2019-2020 District Club Building & Revitalization Committee!**

*This concludes the California-Nevada-Hawaii District Club Building & Revitalization Committee application.*