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

**2020-2021 DISTRICT CHAIR APPLICATION**

Dear District Chair,

Thank you for expressing interest and taking time to apply to be part of the 2020-2021 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 2020-2021 District Board. If you have any questions about the application process, please contact any District Board Officers! Thank you again for your interest and good luck to all the applicants!

**Application Process**

1. Application Process: **Friday, October 9th, 2020 – October 16th, 2020.**
2. Applications must be submitted by **Friday, October 16th, 2020 @ 10:00PM PDT/7:00PM HST** to CNH District Governor Katherine Thy Hoang ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Interviews and reference checks will take place between **Monday, October 19th, 2020 – Friday, October 23rd, 2020.**
4. Appointments will be made by **Sunday, October 25th, 2020** and approved at the November District Board Meeting

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 ten (10) 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 2020-2021 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 Fall Training Conference held on November 6th – November 8th via online**

**Attend the November District Board Meeting held on November 15th, 2020 via online**

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.

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 2020-2021 events that will require board participation:

|  |  |
| --- | --- |
| **November 6th – 8th \*** | Virtual Fall Training Conference via Zoom |
| **November 15th, 2020** | Fall District Board Meeting via Zoom |
| **January 22nd – January 24th 2021 \*** | Winter District Board Meeting at the Kiwanis District Office, Rancho Cucamonga, CA |
| **March 19th-21st, 2021** | Circle K District Convention at Riverside Convention Center |
| **2020-2021** | All District-sponsored service and/or fundraising events |

**The following positions are descriptions of the open District Chair positions. Due to the vacancies after their removal, the 2020-2021 District Governor will appoint an Administration & Operations Chair and a Communications & Marketing Chair.**

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 President of Administrations 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

**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 2020-2021 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**

|  |
| --- |
| **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.** |
|  |
| **Why do you want this position and what do you think is the most important aspect of this position?** |
|  |
| **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?** |
|  |
| **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?** |
|  |

|  |  |
| --- | --- |
| **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. | |

**SECTION 5: POSITION STATEMENTS PROMPTS**

|  |
| --- |
| **Administration & Operations** |
| 1. What does Professional Development mean to you, and why do you think it’s important for our members to experience it? 2. The Administration & Operations Chair will provide guidance to Vice Presidents of Administration from across the District. What ideas do you have to support each Vice President of Administration? 3. As Administration & Operations Chair, your job is to develop, plan, and oversee all professional development activities. What ideas for events or programs do you have to increase the professional development of members across the district? 4. Provide an example of when you set expectations and monitored the performance of team members. What guidance and direction did you find most effective? 5. 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? |
|  |

**SECTION 6: REFERENCES**

|  |  |
| --- | --- |
| **You may provide up to 2 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. |

**SECTION 8: INTERVIEW TIME AVAILABILITY**

|  |  |
| --- | --- |
| **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 PDT. You will receive a phone call or text regarding your interview time.** | |
| 10/17: Saturday | Click here to enter text. |
| 10/18: Sunday | Click here to enter text. |
| 10/19: Monday | Click here to enter text. |
| 10/20: Tuesday | Click here to enter text. |
| 10/21 Wednesday | Click here to enter text. |
| 10/22: Thursday | Click here to enter text. |
| 10/23: Friday | Click here to enter text. |

**SECTION 9: SUBMISSION & CERTIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Thank you for completing the 2020-2021 California-Nevada-Hawai’i Circle K District Chair/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, “MemberRecognition\_KatherineThyHoang”)**

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

**Friday, October 16th, 2020 by 10:00pm PDT/7:00pm HST.**

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

**2020-2021 California-Nevada-Hawai’i Circle K District Board.**

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