**California-Nevada-Hawaii District**

**Circle K International**

**Kiwanis Family & Foundation Committee Application**

**2020-2021**

Dear Applicant,

Thank you for your interest in the District Kiwanis Family & Foundation Committee! Our Cal-Nev-Ha Kiwanis Family is beyond diverse and unique, and thus any member has the potential to bring in their ideas and passion to this committee. Whether you are a veteran member with experience on multiple boards, or a new student with relatively little experience, I encourage you to apply to be a driving force in developing our interactions with the other branches of the Kiwanis Family and the CNH Foundation.

This term, I am looking for team-oriented, innovative, and diligent individuals. *Make sure to understand the responsibilities of the different position and read the entire application before filling it out.* If you have any questions or concerns, please feel free to contact me.

Please understand that 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. The positions to be appointed and their duties are at the chair’s discretion.

I encourage you to share all your ideas concisely on this application. Remember to be yourself so that I may better evaluate your strengths, potential, and ideas. Thank you for your interest, and I wish you the best of luck!

Sincerely,



Miyu Nakajima

District Kiwanis Family & Foundation Chair 2020-2021

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

**Application Timeline:**

Submit applications to [kfamily@cnhcirclek.org](mailto:kfamily@cnhcirclek.org) & [governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)in PDF format with the application file and email subject line in the following manner: **KFFCommittee\_FirstNameLastName (eg. KFFCommittee\_MiyuNakajima).**

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| **Sunday, May 10, 2020 to Sunday, May 17, 2020** | ***Application process*** |
| **Sunday, May 17, 2020 at 10:00PM(PDT) / 7:00PM (HST)\*** | ***Applications Submission Deadline***  Email application to **both**:   * District Kiwanis Family & Foundation Chair - Miyu Nakajima ([kfamily@cnhcirclek.org](mailto:kfamily@cnhcirclek.org)) * District Governor – Katherine Hoang ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)) |
| **Monday, May 18th, 2020\*** | ***Interview invitations*** *should be sent out to selected applicants by this time.* |
| **Monday, May 18, 2020 through Friday, May 22nd, 2020** | ***Interview process*** |
| **Sunday, May 24, 2020\*** | ***Appointment decisions finalized.***  *All applicants will be notified of final selections by then.* |

*\*Dates may change based on the discretion of the chair.*

**Application Checklist:**

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| * *Thoroughly* read through the application | * Background Information |
| * Positions of Interest | * Short Answer Responses |
| * Relevant Traits | * References |
| * Possible Interview Times | * Confirmation of Submission |

**Requirements**

In order to qualify for the District Kiwanis Family & Foundation Committee, you **MUST** meet the following requirements:

* Be a dues-paid member of a club in good standing.
* Be enrolled at least halftime during the 2020-2021 term.
* Fill out this application form completely.
* Willingness to help and engage with the Kiwanis Family.
* *Have interest in Kiwanis Family Relations. Prior experience working with other Kiwanis Family Branches is recommended but not necessary.*

**Committee Responsibilities:**

The duty of the Kiwanis Family & Foundation Committee is to encourage, promote, and advance relations with other branches of the Kiwanis Family in addition to the CNH Foundation. During this term, our Committee will focus on *streamlining communication between the various branches of the Kiwanis Family and connecting all members of the California-Nevada-Hawai’i Circle K International District to resources regarding expanding Kiwanis Family relations.*

Examples of how the committee will accomplish this task includes but is not limited to:

* the education of members on the different branches of Kiwanis and the CNH Kiwanis Foundation
* the publication of resources that promote active collaboration with the other branches of the Kiwanis Family
* representation of the CNH Circle K District at Kiwanis Family Conventions and Conferences.

As a representative of the CNH Circle K District and Circle K International, all committee members are expected to represent the organization in a professional manner. Please keep in mind that this is a **year-long commitment** and read our committee goals down below to understand your role as a committee member during this chaotic time. *Full participation is required, and unexcused absences at committee meetings or failure to complete assignments with little to no communication with the chair may result in dismissal.*

**Committee Goals:**

* Maintain **communication** with the LTGs of the Kiwanis Family and individual club Kiwanis Family chairs / representatives.
* Foster a family oriented culture through establishing a **support system** unique to the Kiwanis Family organization structure.
* Increase **transparency** between Circle K International with other Kiwanis branches through a consistent communication system.
* Develop **content** and distribute through social media platforms to spread awareness of the different Kiwanis branches and how to get involved with our Kiwanis and Service Leadership Programs.
* Provide **resources** and promote discussion amongst the Kiwanis Family Chairs or Representatives throughout the California-Nevada-Hawai’i Circle K District.

**Committee Member Responsibilities:**

The following is a list of minimum responsibilities expected of each standing committee member. Please note that you have read and understood the duties by ***double clicking and checking the box.***

* **ATTEND** all committee meetings determined by the committee and set by the District Kiwanis Family & Foundation Chair (within reason).
* **PARTICIPATE** actively in district committee meetings by brainstorming ideas, providing input and feedback, and updating the committee on assigned tasks for transparency.
* **COMPLETE** all assigned projects ON TIME. If this is not possible, it is understood that the Kiwanis Family chair will be notified in a timely manner.
* **REMAIN** in constant communication with the District Kiwanis Family & Foundation Chair and remain truthful but professional in relaying opinions and progress on tasks
* **SUPPORT** the Kiwanis Family & Foundation Committee in creating and promoting resources and by attending events hosted by any branch of the Kiwanis Family when possible.
* **ASSIST** in the preparation and execution of activities and materials that will be used to spread awareness of Circle K at regional Kiwanis Family Conventions and Conferences as assigned by the Kiwanis Family & Foundation Chair. Examples include Kiwanis Mid-Year and Kiwanis Convention. If you are not able to attend, notify the Kiwanis Family & Foundation Chair in a timely manner.
* **HELP** with any and all tasks that may be adopted during the course of the term upon the discretion and approval of the committee at large and, ultimately, the District Kiwanis Family & Foundation Chair.
* **BE PRESENT** at several, if not all, District held events in order to assist the Kiwanis Family & Foundation Chair with Kiwanis Family-related activities.

**Committee Position Descriptions:**

This year, the District Board and I have ambitious goals for the Kiwanis Family & Foundation Committee. As you will notice, the structure of the Kiwanis Family & Foundation Committee is designed to assist individual divisions and their clubs while ensuring certain goals are being carried out effectively. **Although you may have a specific focus, all members are expected to work towards the general success of the committee, meaning that you will be asked to work together as a team**.

**Executive Assistant\***

* Serve as the standing chair when the Kiwanis Family & Foundation Chair is not present
* Compile and distribute minutes after every committee meeting
* Ensure committee members are aware of their tasks and deadlines, primarily but not limited to, the assessment completion of the Kiwanis Family Report Form
* Assume any tasks that are not specifically designated to any committee member
* Pros- Knowledge of graphics (but not required) in order to communicate with C&M Committee in a timely manner, or able to create graphics if last minute situations arise.

*\*The duties of the Executive Assistant will be assigned to an appointed Divisional Liaison who applied to uptake both positions.*

**Divisional Liaisons\*\***

* Develop and constantly reassess the **Kiwanis Family Report Form** for each club in their respective division. Liaisons will report their findings and provide support for the club’s issues reported on the KFRF accordingly.
* Send **monthly emails** to Kiwanis Family Chairs & Representatives that include the Kiwanis Family Report Form, publications, manuals, updates, and other useful resources.
* Send monthly Circle K update emails to Kiwanis Clubs and other SLPs within the division.
* Collect **meeting information** for Kiwanis and Circle K Clubs within the division
* **Assist clubs** with planning events or inter-clubs if needed
* **Host one-to-ones and group meetings** on a regular basis with the respective division’s Kiwanis Family Chairs and Representatives to supplement those of the Kiwanis Family & Foundation Chair or two-on-ones with the Kiwanis Family & Foundation Chair
* Take initiative with the planning and execution of **Kiwanis Family Month**
* Encourage **collaboration** between Kiwanis Family Chairs and Representatives within their respective divisions
* Serve as the **immediate contact** between the Kiwanis Family & Foundation Committee and the division represented to notify the chair of outstanding efforts of Kiwanis Family relations that deserve to be **spotlighted**
* Assist the clubs by attending their Kiwanis Family events and provide any needed support before and during events
* Develop **content, publications, manuals** that serve as resources focused on Kiwanis Family relations
* Be of service to their Lieutenant Governor in providing Kiwanis Family & Foundation committee updates and presentations during **divisional council meetings** and other meetings at the discretion of their division’s Lieutenant Governor
* Actively participate in **group interactive discussions** with your respective division

*\*\*Liaisons will be restricted to their home division.* ***ALL*** *divisions are welcome to apply to be a divisional liaison. Under the only extreme circumstance that no qualified applications were received from a division, a member from a neighboring division will be appointed as liaison so long as they understand the traveling commitment to support that division.*

**Indicate that you have thoroughly read through the committee responsibilities, committee goals, committee member responsibilities, and position descriptions by including a song title in your email for us to listen to while reading your application.**

**Background Information:**

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| --- | --- | --- | --- |
| **Name** |  | **Email** |  |
| **Phone Number (Text: Yes/No)** |  | **Hangouts or Zoom preferred?** |  |
| **Division** |  | **Years in Circle K** |  |
| **School** |  | **Major** |  |
| **Year in College** |  | **Key Club experience? (yes/no)** |  |
| **Past and Current Positions Held (may add more rows if needed)** | | | |
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| **Describe your level of interaction with the following aspects of the Kiwanis Family. If you have had no interaction, put N/A.** | |
| **K-Kids & Builders Club** |  |
| **Key Club & KIWIN’S** |  |
| **Aktion Club** |  |
| **Kiwanis** |  |
| **CNH Kiwanis Foundation** |  |
| **Traditional Kiwanis Family Programs** |  |

**Positions of Interest:**

Only select Executive Assistant if applying for Divisional Liaison and interested in assuming both roles. Please indicate so with an “X” next to the Executive Assistant box. If you are applying for only the Divisional Liaison position, indicate with an “X” next to the Divisional Liaison box.

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|  | Divisional Liaison |  | Executive Assistant |

**Relevant Traits:**

Please circle **only** one word in each row that you feel describes you best.

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| --- | --- | --- | --- |
| Self-sacrificing | Considerate | Convincing | Courageous |
| Impatient | Serious | Procrastinator | Emotional |
| Influential | Kind | Independent | Orderly |
| Friendly | Observant | Playful | Strong-willed |
| Idealistic | Popular | Pleasant | Outspoken |
| Charming | Adventurous | Disciplined | Deliberate |
| Cautious | Even-tempered | Decisive | Life-of-the-party |
| Enthusiastic | Analytical | Sympathetic | Determined |

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| Below, you will find a list of relevant traits. Please rate yourself on these traits with 5 being “most like me,” 3 being “somewhat like me,” and 1 being “not like me at all.” | | | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** |  | **1** | **2** | **3** | **4** | **5** |
| Creativity |  |  |  |  |  | Enthusiasm |  |  |  |  |  |
| Organization |  |  |  |  |  | Punctuality |  |  |  |  |  |
| Teamwork |  |  |  |  |  | Commitment |  |  |  |  |  |
| Initiative |  |  |  |  |  | Sociability |  |  |  |  |  |

**Short Answer Responses**

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| Why do you want to be part of the District Kiwanis Family & Foundation Committee? What do you hope to gain from this experience and specifically from the roles you indicated above? |
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| Describe your involvement in Circle K. List any past experiences and skills that will help you both with your general committee responsibilities as well as with the specific position(s) you indicated. |
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| Please refer to the duties of the position(s) you are applying for. Describe some of your goals for the committee as a whole and for the positions you indicated above. Which specific duties do you think would be your strengths and why? Which specific duties would you strive to improve on and how? |
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| What Kiwanis family issues on the district level do you think needs to be addressed in the upcoming term? How would you describe your division’s Kiwanis Family relations status and what are some Kiwanis family issues specifically for your home division that you think should be addressed? |
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| What is your leadership style / what kind of leader do you strive to be? |
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| What are some innovative and creative ideas you have for improving Kiwanis Family Relations on all levels of Circle K from Club to Division to District? With the pandemic situation in mind, what are some ways we can continue to be connected with the other Kiwanis branches? How would the Kiwanis Family & Foundation Committee implement these ideas over the course of the year? |
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| List any other commitments (both inside and outside of Circle K) that you will have from now until March 2021. |
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| In addition to these commitments, how much effort are you planning to put into this position? |
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| Are you applying for any other district committees this term? If so, which one(s)? |
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**References:**

Please provide up to two references and their contact information. These references can be Circle K members, officers, or advisors, or people you have worked with that can attest to your work ethic and professionalism. References must be notified before listing.

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

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

**Possible Interview Times:**

The second round of the application process will be an interview with the Kiwanis Family & Foundation Chair beginning **Monday, May 18, 2020**. Though not everyone may get an interview, please provide your tentative availability for an interview in the case that you do move on to the next round. The interview will be either a phone or video call with the contact information you provided above. Interviews will be no longer than 30 minutes.

*Earliest start time: 11AM | Latest start time: 9PM*

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| **Example:** *11am - 2pm, 5pm - 7pm* | |
| **Monday**  **May 18, 2020** |  |
| **Tuesday**  **May 19, 2020** |  |
| **Wednesday**  **May 20, 2020** |  |
| **Thursday**  **May 21, 2020** |  |
| **Friday**  **May 22, 2020** |  |

**Confirmation of Submission:**

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| **E-Signature (Print Name)** | **Date** |
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**If you have any questions, feel free to contact me! Feel free to attach any links or files that you feel will best supplement your application in the email.**

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

**KFFCommittee\_FirstNameLastName (eg. KFFCommittee\_MiyuNakajima)**

***Late applications will NOT be accepted.***

**Miyu Nakajima**

**Kiwanis Family & Foundation Chair**

[**kfamily@cnhcirclek.org**](mailto:kfamily@cnhcirclek.org)

**&**

**Katherine Hoang**

**District Governor**

[**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)

**All applications are to be RECEIVED by**

**May 17, 2020 by 10:00 PM (PDT) / 7:00PM (HDT)!**

**Thank you for your interest in becoming a part of the 2020 – 2021 Kiwanis Family & Foundation Committee!**

*This concludes the California-Nevada-Hawaii District Kiwanis Family & Foundation Committee application.*