**California-Nevada-Hawaii District**

**Circle K International**

**Kiwanis Family and Foundation Committee Application**

**2018-2019**

Dear Applicant,

Thank you for your interest in the District Kiwanis Family and Foundation Committee! Our Cal-Nev-Ha Kiwanis Family is beyond diverse and unique, 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 year, I am looking for team-oriented, innovative, and dedicated 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,



Calvin Chau

District Kiwanis Family and Foundation Chair 2018-2019

kfamily@cnhcirclek.org

**Application Timeline:**

1. Application process: **Wednesday, April 25, 2018 to Friday, May 18, 2018.**
2. Applications must be submitted **by Wednesday, May 9, 2018 at 10:00PM (PST) / 7:00PM (HST)** to District Kiwanis Family and Foundation Chair **Calvin Chau (****kfamily@cnhcirclek.org****)** and District Governor **Manuel Santiago** (**governor@cnhcirclek.org**).
3. Applicants invited to an interview will be notified by **Friday, May 11th, 2018.**
4. Interviews will take place **Saturday, May 12, 2018 to Wednesday, May 16, 2018.**
5. Appointments will be made by **Friday, May 18, 2018.** All applicants will be notified of final selections by then.

**Responsibilities:**

The duty of the Kiwanis Family and Foundation Committee is to encourage, promote, and advance relations with other branches of the Kiwanis Family as well as the CNH Foundation throughout the District. Examples of how the committee accomplishes 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, and the representation of the CNH Circle K District at Kiwanis Family Conventions and Conferences. The appointed committee members will also be expected to help the District Kiwanis Family and Foundation Chair in fulfilling tasks and providing feedback. Please keep in mind that this is a **year-long commitment**. The following is a list of minimum responsibilities expected of each standing committee member. **Please check the box next to each responsibility** (double click on the box to check it). In doing so, you signify an understanding and agreement of the responsibility.

[ ]  **ATTEND** all online committee meetings determined by the committee and any in-person meetings set by the District Kiwanis Family and Foundation Chair (within reason).

[ ]  **PARTICIPATE** actively in district committee meetings by brainstorming ideas, providing input and feedback, participating in discussions, 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 and Foundation Chair and remain truthful but professional in relaying opinions and progress on tasks

[ ]  **SUPPORT** the Kiwanis Family and 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 Kat regional Kiwanis Family Conventions and Conferences as assigned by the Kiwanis Family and Foundation Chair. Examples include Kiwanis Midyears 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 and Foundation Chair.

[ ]  **BE PRESENT** at several, if not all, District held events in order to assist the Kiwanis Family and Foundation Chair with Kiwanis Family-related activities.

Please note that you have read the duties by double clicking and checking the box.Keep in mind that being on the Kiwanis Family and Foundation Committee is a year-long commitment. **Full participation is required, and unexcused absences at committee meetings or failure to complete assignments may result in dismissal.**

**Position Descriptions:**

This year, the District Board and I have ambitious goals for the Kiwanis Family and Foundation Committee, and we need the help of team-oriented, innovative, and dedicated members to ensure that these goals are met. 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**.

This year, the duties of the Executive Assistant will be assigned to an appointed Divisional Liaison who applied to uptake both positions. The positions descriptions are as follows:

**Executive Assistant (1)**

* Serve as the standing chair when the Kiwanis Family and 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
* Communicate with the committee to determine what topics should be emphasized for Kiwanis Family and Foundation related workshops, webinars, and publications.
* Organize monthly workshops and/or webinars by choosing appropriate dates, securing hosts, gathering evaluations to determine how the committee can better present the information and what other topics members would like addressed

**Creative Assistant (1)**

* Assist the chair in spreading awareness of CNH Circle K activity to other branches and levels of the Kiwanis Family.
* Be consistently updated with the CNH Kiwanis Foundation announcements to relay to the divisions and clubs.
* Collaborate with the Executive Assistant in educating and encouraging members to engage with CNH Kiwanis Foundation
* Manage the Facebook Group by creating discussion among Kiwanis Family Chairs and Representatives and implementing all forms of media to accomplish the committee’s goals
* Provide input and help with the creation of Kiwanis Family-related publications, manuals, videos, and articles, including a new brochure tailored towards CNH Kiwanis
* Produce all creative material needed by the committee, which may include but is not limited to graphics and bulletins
	+ It is suggested but not required that the Creative Assistant have background with graphic design software. If not, the Communications Chair should have a willingness to learn these programs.

 **Divisional Liaisons (9)**

* Consistently reassess the Kiwanis Family Report Form for each club in their division with the Kiwanis Family and Foundation Chair and succinctly notify the rest of the committee of findings at meetings
* Send monthly emails to the Kiwanis Family Chairs and Representatives that include the Kiwanis Family Report Form, publications created by the committee, manuals, updates, and other useful resources
* Host one-on-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 and Foundation Chair
* Serve as the immediate contact between the Kiwanis Family and Foundation Committee and the division represented to notify the chair of outstanding efforts of Kiwanis Family relations that deserve to be spotlighted
* Be of service to their Lieutenant Governor in providing Kiwanis Family and Foundation committee updates and presentations during divisional council meetings
* Assist the clubs by attending their Kiwanis Family events and provide any needed support before and during events
* Liaisons will be restricted to their home division. 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.

**Requirements**

**IN ORDER TO QUALIFY FOR THE DISTRICT KIWANIS FAMILY AND 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 2018-2019 term.
* Fill out this application form completely
* Have interest in Kiwanis Family Relations. Prior experience working with other Kiwanis Family Branches is recommended but not necessary.
* *Include the title of a song for us to listen to while reading your application in your email*.

**Contact Information:**

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| --- | --- | --- | --- |
| **Name** |  | **Email** |  |
| **Phone Number (Text: Y/N)** |  | **Hangouts or Skype preferred?** |  |
| **Club / Division** |  | **Major/Year** |  |
| **Past and Current Positions Held (may add more rows if needed)** |
| 1.
2.
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**Relevant Traits:**

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.”

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |  | **1** | **2** | **3** | **4** | **5** |
| Creativity |  |  |  |  |  | Enthusiasm |  |  |  |  |  |
| Organization |  |  |  |  |  | Punctuality |  |  |  |  |  |
| Teamwork |  |  |  |  |  | Commitment |  |  |  |  |  |
| Initiative  |  |  |  |  |  | Sociability  |  |  |  |  |  |

**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. Please notify your references before listing them.

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

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

**Positions of Interest:**

Please place a number up to 3 for the roles in the committee (excluding Executive Assistant) that you are interested in applying for. For your most preferred role, put the number 1 and continue from there. Only select Executive Assistant if applying for Divisional Liaison and interested in assuming both roles. Please indicate so with an “X” next to Executive Assistant.

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|  | Divisional Liaison |  | Executive Assistant |
|  | Creative Assistant  |  |  |

**Short-Answer Questions:**

Below, you will find a set of short-answer questions. Please provide a brief, yet complete, response to the following questions. If needed, the boxes do expand for longer responses.

**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** |  |

**Why do you want to be part of the District Kiwanis Family and 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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**Describe some of your goals for the committee as a whole and for the positions you indicated above. What issues do you think it needs to address in the upcoming term?**

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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? How would the Kiwanis Family and Foundation Committee implement these ideas over the course of the year?**

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**Please refer to the duties of the position(s) you are applying for. 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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**List any other commitments (both inside and outside of Circle K) that you will have from now until March 2019. Please include any extensive traveling plans.**

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**Are you applying for any other district committees this term? If so, which one(s)?**

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**Possible Interview Times:**

The second round of the application process will be an interview with the Kiwanis Family and Foundation Chair beginning **May 12, 2018**. Though not everyone may get an interview, please provide your tentative availability for an interview in the case that you do move onto 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 30minutes.

*Earliest start time: 9AM | Latest start time: 11:30PM*

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| --- | --- |
| **Saturday****May 12, 2018** |  |
| **Sunday****May 13, 2018** |  |
| **Monday****May 14, 2018** |  |
| **Tuesday****May 15, 2018** |  |
| **Wednesday****May 16, 2018** |  |

**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:**

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

**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.**

**Calvin Chau**

**Kiwanis Family and Foundation Chair**

**kfamily@cnhcirclek.org**

**&**

**Manuel Santiago**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

**May 9, 2018 by 10:00 PM (PST) / 7:00PM (HST)!**

**Thank you for your interest in becoming a part of the 2018-2019 Kiwanis Family and Foundation Committee!**

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