**California-Nevada-Hawaii District**

**Circle K International**

**District Laws and Regulations Committee Application**

**2018-2019**

Dear Applicant,

Thank you for showing interest in the District Laws and Regulation committee! I truly appreciate your time and effort in wanting to serve the District. The purpose of this committee is to review and revise the governing documents of the California-Nevada-Hawaii District of Circle K International (Such as the District Bylaws, District Operating Procedures, Monthly Report Form, etc.), handle all proposals for amendments to the District Bylaws or District Operating Procedures, and work with clubs to develop or improve their own respective bylaws. The aforementioned documents outline and govern how the District shall act, function and report.

As a Laws & Regulations Committee member, you will be asked to review not only the documents mentioned above, but also the Circle K International official documents, including but not limited to, the International Bylaws, the International Operating Procedures, and the International Policy Code. This committee is heavily administrative but also extremely important to regulate how the District operates.

Having knowledge of the aforementioned documents is crucial in order to also assist general members in understanding the District and International operations.

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. Good luck!

Sincerely,

Wayne Cheng

District Secretary 2018-2019

**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 Secretary **Wayne Cheng (**[**secretary@cnhcirclek.org**](mailto:secretary@cnhcirclek.org)**)** and District Governor **Manuel Santiago** ([**governor@cnhcirclek.org**](mailto: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 members of the District Laws and Regulations Committee are responsible for:

* Reviewing official District documents including but not limited to the District Bylaws, the District Operating Procedures, the District Policy Code, the Monthly Report Form (MRF), and the Club Event Report Form (CERF).
* Being familiar with the official International documents including but not limited to the International Bylaws, the International Operating Procedures, and the International Policy Code
* Creating and collecting amendments/changes to the official District documents mentioned above and ensuring the amendments are in accordance with the official International documents mentioned above

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 Laws & Regulations Committee Chair (i.e. the District Secretary), and try your best to attend any in-person meetings that may be planned by the committee chair

Remain in constant communication with the Laws & Regulations 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 Laws & Regulations Committee Chair in a timely manner

Assist the Laws & Regulations 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

Act as a professional representative for your home club and for the District

**Position Descriptions:**

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

**- Executive Assistant (1):**

* Assist the Laws & Regulations Committee Chair with meeting logistics and preparation, meeting minutes, and administrative work
* Act as standing chair when the Laws & Regulations Committee Chair is not available due to extenuating reasons
* Assist the Elections Committee Chair at the California-Nevada-Hawaii District Convention

**- Creative Executive Assistant (1):**

* Create graphics to promote our governing documents
* Serve as a liaison between the Laws & Regulations Committee and the Communications and Marketing Committee to arrange educative resources, such as webinars, manuals, handbooks, etc.

**- Divisional Liaisons (3)**:

* Serve as a liaison to one of the following division groupings: Capital, Golden Gate, and Sunset (**Northern**); Central Coast, Metro, and Foothill (**Central**); Desert Oasis, Magic Kingdom, and Paradise (**Southern**)
* Responsibly represent the clubs in your respective divisions
* Ensure the clubs in your divisions act in accordance with the District Code of Conduct
* Create and collect amendments to the official District documents and ensure they are in accordance with the official International documents

**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?

**Creative Executive Assistant:**

1. What experience do you have with graphic design? (**Optional**)You may attach supplementary samples of your past graphic design work in the email.
2. What ideas do you have to promote and publicize our governing documents to members?
3. How will you assist the other officers in this committee outside of your own responsibilities?

**Divisional Liaison:**

1. How do you plan to educate the divisions you serve about the District and International operating procedures?
2. What forms or methods of communication would you be using to stay connected with the divisions you serve?

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

**IN ORDER TO QUALIFY FOR THE DISTRICT LAWS AND REGULATION 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 2018-2019 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 Laws and Regulation 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 2019 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:**

**L&RCommittee\_FirstNameLastName (eg. L&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.**

**Wayne Cheng**

**District Secretary**

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

**&**

**Manuel Santiago**

**District Governor**

[**governor@cnhcirclek.org**](mailto: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 District Laws and Regulations Committee!**

*This concludes the California-Nevada-Hawaii District Laws and Regulation Committee application.*