**California-Nevada-Hawai’i District**

**Circle K International**

**District Laws & Regulations Committee Application**

**2021-2022**

Dear Applicant,

Thank you for showing interest in the District Laws & Regulations 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-Hawai’i 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/educating 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!

Kind Regards,

![A picture containing text, clipart

Description automatically generated]()

Douglas Shimizu

2021-2022 District Secretary

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

**Application Timeline:**

* Application process: **Tuesday, May 4, 2021 - Monday, May 24, 2021**
* Applications open **Tuesday, May 4, 2021, at 12:00 PM PDT**
* Applications must be submitted by **Friday, May 14, 2021, at 10:00 PM (PDT) / 10:00 PM (HST)** to District Secretary Douglas Shimizu ([**secretary@cnhcirclek.org**](mailto:secretary@cnhcirclek.org)) and District Governor Ryan Tan ([**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)).
* Applicants invited to an interview will be notified by **Sunday, May 16, 2021**.
* Interviews will take place from **Monday, May 17, 2021, to Friday, May 21, 2021**.
* Appointments will be made **by Monday, May 24, 2021**.  All applicants will be notified of final selections by then.

**Responsibilities:**

The members of the District Laws & 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).
* **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.
* **Ensuring that clubs and officers are well educated** on Bylaws, Elections, and other documents/procedures required to operate formally as a club.
* **Act as the District Convention Election’s Committee** to assist the district with having a valid and honest district elections.
* **Being familiar with the official International documents** including but not limited to the International Bylaws, the International Operating Procedures, and the International Policy Code.

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 it to check it). In doing so, you signify an understanding of the responsibility.

Attend all online committee meetings established by the Laws & Regulations Committee Chair (i.e. the District Secretary) unless excused with a valid reason and 24 hours advance notice. Meetings will generally be held online.

Remain in constant communication with the Laws & Regulations Chair & 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.

Participate actively in the committee throughout discussion of ideas and by giving feedback during Committee Meetings and through other forms of communication.

Assist the Laws & Regulations Committee in ensuring the District is operating in accordance with the official District and International document.

Be willing to help with tasks that are not directly related to your specific position and complete any additional work that may be delegated to the committee members.

Act as a professional representative for your home club, your division, and for the District as a whole.

**I agree to uphold all the duties listed above and understand that my failure to complete any of these tasks may result in my removal as a committee member. SIGN HERE:**

**X**

**Position Descriptions:**

Below you will find descriptions of the opportunities available on this year’s Laws & Regulations Committee. If you have any questions regarding these responsibilities, please contact the District Secretary, Douglas Shimizu.

The following is a list of the *minimum* duties that are expected from each position. There may be additional responsibilities that may be added or removed as needed. The chair reserves the right to alter positions and their respective duties as needed.

**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.
* Be the Elections Committee Chair at the California-Nevada-Hawai’i District Convention.

**Creative Executive Assistant (1):**

* Create graphics to promote our governing documents, District Board Meeting proposals and outcomes, and the happenings of the District Chairs and Committees.
* Help with the creative arrangement of educative resources such as webinars, manuals, handbooks, CNH District website, CNH Solstice mobile application, etc.
* Assist with public outreach and exposure of the Laws & Regulations Committee to the CNH District.

**Parliamentarian (1)**:

* Ensure that clubs are knowledgeable about their Election Process and Procedures and that they are acting in accordance with it.
* Create a template for the district about election code and conduct (ex: Elections Kit).
* Attend all District Board Meetings and advise, help, and support the chair in the conduct of the meeting.  The chair will consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.
* Educate the CNH District on the Elections process and assist the Executive Assistant with District Convention Elections and Divisional Conclaves.

**Committee Member (2)**:

* Ensure that clubs are knowledgeable about the District Code of Conduct and that they are acting in accordance with it.
* Create and collect amendments to the official District documents and ensure they are in accordance with the official International documents.
* Research topics such as divisional conclaves and division realignment.
* Collect new club data and set up infrastructure to analyze that data
* Complete any other duties as assigned by Committee Chair

**Prompts by Position:**

**Executive Assistant:**

1. How will you ensure that all committee members are on task and support them throughout the term?
2. How would you go above and beyond your existing duties as an Executive Assistant?
3. Why do you want to be the Executive Assistant?

**Creative Executive Assistant:**

1. What experience do you have with graphic design?
   1. (**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?

**Parliamentarian:**

1. How familiar with the elections process and procedures? What are some ideas you have to make this procedure more efficient?
2. What ideas do you have to promote and publicize our elections procedures to members?
3. How will you assist the other officers in this committee outside of your own responsibilities?

**Committee Member:**

1. How familiar are you with our District’s governing documents? What experience do you have with bylaws, operating procedures, etc.?
2. How would you ensure that clubs are knowledgeable about our district documents (bylaws, operating procedures, etc.)?

*\* Please answer these questions at the provided space at the bottom of the Short-Answer section of this application.*

**IN ORDER TO QUALIFY FOR THE DISTRICT LAWS & REGULATIONS 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 2021-2022 term.

**Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Phone Number** |  |
| **Email** |  | **Text: Y/N?** |  |
| **Club/Division** |  | **Major/Year** |  |
| **Preferred Position(s)** | 1. | | |
| 2. | | |
| 3. | | |

**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:**

**Please answer the following questions as thoroughly and honestly as possible. You are welcome to use as much space as you need, but please be concise in your answers.**

|  |
| --- |
| **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?** |
|  |
| **List any experience you have that will help you in the position(s) you applied for.** |
|  |
| **What is your vision for the role of the Laws & Regulations Committee in the District, and what do you believe we can realistically implement this upcoming term?** |
|  |
| **List any other commitments (both inside and outside of Circle K) that you will have from now until March 2022 and the hours you will spend per week doing them.** |
|  |
| **Are applying for any other District Committees this term? If so, which one(s)?** |
|  |
| **Finally, please complete the prompt(s) below that pertains to your position(s).  Please feel free to use as much space as needed:** |
|  |

**Possible Interview Times:**

The second round of this application process will be an interview with the District Secretary. **Each interview is expected to last no more than 20-30 minutes and will be conducted via phone call.** You will be contacted with a final interview date and time by Sunday, May 16th, so please make sure to check your email by then to confirm the time.

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. Please indicate **ALL** times at which you will be available from **8:00AM-10:00PM** on the days listed below.

|  |  |
| --- | --- |
| **Monday, May 17th, 2021** |  |
| **Tuesday, May 18th, 2021** |  |
| **Wednesday, May 19th, 2021** |  |
| **Thursday, May 20th, 2021** |  |
| **Friday, May 21st, 2021** |  |

**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\_DouglasShimizu)**

**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.**

**Douglas Shimizu**

**District Secretary**

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

**&**

**Ryan Tan**

**District Governor**

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

**All applications are to be RECEIVED by**

**May 14, 2020 by 10:00 PM (PDT) / 10:00PM (HDT)!**

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

**2021-2022 District Laws & Regulations Committee!**

*This concludes the California-Nevada-Hawai’i District*

*Laws & Regulations Committee application.*