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

**Circle K International**

**Member Recognition Committee Application**

**2020-2021**

Dear Applicant,

Thank you for your interest in the District Member Recognition Committee! Circle K International fosters selflessness through service. The California-Nevada-Hawai’i District of Circle K International is comprised of individuals, clubs, and divisions that go above and beyond in their dedication to the tenets of service, leadership, and fellowship.

This year, I am looking for passionate, innovative, and dedicated individuals who have experience and/or knowledge on recognition programs and awards to better assist our clubs. The committee will aim to amend and promote forms of member recognition such as District Awards and the Membership Recognition Program (MRP) as guidelines for members and clubs to maximize their achievements. In addition, the committee will aim to promote and create additional outlets for recognition at the District level and help clubs and divisions implement and improve their own recognition programs.

Member recognition ushers in a sense of fulfillment and a sense of pride for our district’s amazing accomplishments. Member recognition has the potential to encourage involvement, ignite passion, and promote growth in the clubs and members of Circle K. Thus, the Member Recognition Committee will play a crucial role in enhancing the member and club experience.

Please make sure to read the entire application before filling it out. All applicants will be reviewed thoroughly and professionally. Decisions will be based on who is believed to be the most qualified and meets the needs and goals of this year’s District Board. Throughout the process, remember that I want to get to know you and see what you can bring to the committee. Please do not hesitate to contact me if you have any questions, comments, or concerns. I wish you the best of luck!

Sincerely,



David Su

2020-2021 District Member Recognition Chair

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

**Committee Purpose, Structure, & Goals:**

**Purpose:** The purpose of the Member Recognition Committee is to provide clubs and officers with the resources to implement and improve recognition programs as well as to be a resource for the Master Records Sheet and awards. The focus of this committee will be to shift the district’s perspective on recognition from solely Circle K activities to the members’ everyday lives and enhance their experience as a mean to effectively recruit and retain members.

**Structure:** The 2020-2021 District Member Recognition Committee will comprise of 6 members, the:

* **District Member Recognition Chair**
* **Executive Assistant**
* **(2) Recognition Specialists** (Northern and Southern)
* **Creative Director**
* **Master Records Sheet Coordinator**

**Goals for the 2020-2021 District Member Recognition Committee:**

1. Compile feedback pertaining to the District Awards and the Membership Recognition Program (MRP).
2. Overhaul District Awards and the Membership Recognition Program (MRP) to make them more in line with what is current in the district.
3. Update award applications to be more technologically friendly.
4. Provide outreach and assist clubs and divisions on establishing, maintaining, and revamping recognition programs.
5. Educating the district on **Club Member Recognition**, the **Membership Recognition Program (MRP)**, the **Master Records Sheet (MRS)**, and **Member Engagement**.
6. Encourage clubs to efficiently complete and submit awards.
7. Serving as a resource to all officers responsible for member recognition.
8. Any additional goals decided upon by the committee.

**Application Timeline:**

1. Application process: **Sunday, May 10th, 2020 to Sunday, May 24th, 2020**.
2. Applications must be submitted **by Sunday, May 17th, 2020, 10:00PM (PDT) / 7:00PM (HST)** to District Member Recognition Chair, **David Su** ([mr@cnhcirclek.org](mailto:mr@cnhcirclek.org)) and District Governor, **Katherine Hoang** ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Applicants invited to an interview will be notified by **Monday, May 18th, 2020**.
4. Interviews will take place **Tuesday, May 19th, 2020 to Saturday, May 23rd, 2020**\*.
5. Appointments will be made by **Sunday, May 24th, 2020**\*. All applicants will be notified of the final selections.

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

**Responsibilities:**

The purpose of the District Member Recognition Committee is to encourage and promote recognition throughout the California-Nevada-Hawai’i District. This recognition encompasses District Awards, the Membership Recognition Program (MRP), and club and member spotlights. The committee will also aim to help clubs and divisions implement and improve their own recognition programs. The members within this committee are expected to fulfill these tasks and to provide input to the District Member Recognition Chair as well as organize and attend committee-planning events. The following is a list of minimum responsibilities expected of each standing committee member.

Attend online committee meetings set by the Member Recognition Chair. Must also attend any in-person meetings set by the Member Recognition Chair (within reason). For any missed meetings, it is understood that the Member Recognition Chair be notified in a timely manner prior to the scheduled meeting.

Actively participate in committee meetings by brainstorming ideas, providing input and feedback to the committee as a whole in an advisory role and voting member of the committee.

Remain in constant communication with the District Member Recognition Chair reporting activities and progress through check-ins.

Complete all assigned projects **ON TIME**. If this is not possible, the District Member Recognition Chair will be notified in a timely manner.

Serve as a representative for your home club, Division, and the District as a whole by actively encouraging clubs and members to apply for awards and participate in the Membership Recognition Program (MRP).

Attend both the CNH Circle K Fall Training Conference and the CNH Circle K District Convention. For extreme cases, it is understood that the Member Recognition Chair be notified in a timely manner prior to the event.

Be willing to help with any and all tasks pertaining to the improvement and participation of awards, the Membership Recognition Program (MRP), the Master Records Sheet (MRS), and other potential opportunities for member recognition throughout the District, especially at District events.

Please note that you have read the duties by double clicking and checking the box. Being a part of the Member Recognition committee is not to be taken lightly and will require time on your part to make this a successful running committee. Attention to detail, frequent communication and adhering to deadlines is essential for all positions.

* All members of the committee are expected to:
* Help improve and promote District Awards and the Membership Recognition Program (MRP) to the District as guidelines for clubs and members to maximize their achievements
* Edit and update any past awards and resources, such as manuals, after the approval of the District Awards Proposal
* Foster innovative opportunities for member recognition to the District.
* Create transparency by communicating with members on the committee’s activities
* **Represent Circle K International in a professional manner**

***If appointed, committee members will complete a service agreement form that ensures they are aware of and will adhere to all responsibilities and expectations set forth for the District Member Recognition Committee.***

**Position Descriptions:**

**Executive Assistant:**

**Description:** The Executive Assistant shall aid the committee chair with administrative work and committee logistics.

**Expectations:** Some form of experience working with Microsoft Excel and PowerPoint is recommended along with experience in online form submission platforms such as Google Forms, Formstack, Ninja Form, and/or Submittable. The Executive Assistant must be an individual who is flexible, responsible, organized, and has the ability to lead as well as work well with others.

**General Duties:**

* Assist the Member Recognition Chair with meeting logistics and preparation, recording meeting minutes, and review
* Support the Member Recognition Chair in building the District Award applications on an online form platform
* Act as standing chair when the Member Recognition Chair is unavailable to attend or facilitate a meeting or member recognition-related event.
* Regularly checking in with the committee in adhering to their positional and general responsibilities
* Using the updated MRP list to make the MRP Slideshows for Fall Training Conference and District Convention
* Work alongside the committee on any projects throughout the term
* Executive Assistant duties may be subject to change by the District Member Recognition Chair

**Recognition Specialists (2):**

Two Recognition Specialists will be appointed to the District Member Recognition Committee. One specialist assigned to the northern divisions and southern divisions of CNH Circle K International.

* **Northern Recognition Specialist:** Capital, Central Coast, Golden Gate, & Sunset
* **Southern Recognition Specialist:** Citrus, Desert Oasis, Foothill, Metro, & Paradise

**Description:** The Recognition Specialist shall aid the committee chair in developing and maintaining recognition resources, keeping awards up-to-date, as well as serving as a resource to club officers.

**Expectations:** Some form of experience working with Microsoft Excel and PowerPoint is recommended. The Recognition Specialists must be an individual who is responsible, organized, and has the ability to work well with others.

**General Duties:**

* Keep in contact with their assigned Lieutenant Governors and Divisional Leadership Teams in regard to updates with awards, the Membership Recognition Program, deadlines, nominees for Member Recognition Mondays, and other information pertinent to the work of the committee
* Receive feedback from club officers regarding awards on what could be improved for clubs to effectively showcase their efforts
* Hold at least two one-on-ones in the term, once in the summer and another towards the end of the term
* The first to help clubs implement and/or improve their recognition program(s) and help clubs understand how to maximize their achievements using the Membership Recognition Program
* The second to help clubs reflect on their recognition program(s), motivate clubs to apply for awards, and provide guidance on awards
* Assisting the Master Records Sheet (MRS) Coordinator with updating the list of MRP recipients after Master Records Sheet bi-monthly check-ins and making the MRP Slideshows for Fall Training Conference and District Convention
* Work alongside the committee on any projects throughout the term
* Recognition Specialists duties may be subject to change by the District Member Recognition Chair

**Creative Director:**

**Description:** The Creative Director shall design manuals, awards certificates, and graphics including but not limited to Member Recognition Mondays and Member Features.

**Expectations:** Must possess avid skills in graphic design to create promotional materials for the District Member Recognition Committee. The Creative Director must be an individual who is responsible, creative, organized, and has the ability to work well with others.

General Duties:

* Create graphics to promote member recognition within the district
* Work alongside the committee on any projects throughout the term
* Creative Director duties may be subject to change by the District Member Recognition Chair

**Requirements:** Creative Director applicants must attach 3 to 5 supplemental creative samples to spotlight past work (graphics, manuals, certificates, etc.).

**Master Records Sheet Coordinator:**

**Description:** The Master Records Sheet Coordinator shall familiarize themselves with the Master Records Sheet and update it after the approval of the District Membership Recognition Program Proposal.

**Expectations:** Must have extensive knowledge in Excel and have worked with the Master Records Sheet. The Master Records Sheet Coordinator must be an individual who is responsible, detail-oriented, organized, and has the ability to work well with others.

**General Duties:**

* Provide feedback to club officers on their Master Records Sheet during bi-monthly MRS check-ins
* Work alongside the committee on any projects throughout the term
* Master Records Sheet Coordinator duties may be subject to change by the District Member Recognition Chair

**IN ORDER TO QUALIFY FOR THE DISTRICT MEMBER RECOGNITION 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 2020-2021 term.
* Have an interest in regularly communicating with club officers in recognizing individuals of the California-Nevada-Hawai’i District for their dedication to Circle K International and the tenets of the organization.
* Have at least basic knowledge of Microsoft Excel.

**Contact Information:**

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| **Name** |  | **Phone Number** |  |
| **School/Division** |  | **Texting? (Y/N)** |  |
| **Major/Year** |  | **Email** |  |
| **Position(s) of Interest** | 1. | | |
| 2. | | |
| 3. | | |

**References:**

Please provide 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.

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

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

**Short-Answer Questions:**

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| **Why do you want to be a part of the District Member Recognition Committee? Why do you want the position(s) you are applying for? What do you hope to gain from this experience?** |
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| **List any past experience that will help you in the position(s) you applied for.** |
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| **What is your vision for the role of the District Member Recognition committee, and what do you believe we can realistically implement this upcoming term?** |
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| **Have you completed a CNH District Awards Application before? If yes, which award did you apply for and what are some ideas for improvement you have pertaining to it?** |
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| **One goal of the Member Recognition Committee this year is to transition CNH District Award Applications from Excel files to an online form submission platform. What improvements or changes would you recommend in the current method in which CNH District Award Applications are provided?** |
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| **Describe your familiarity with the Membership Recognition Program (MRP) and Master Records Sheet (MRS). What improvements would you make regarding the two?** |
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| **Member recognition extends beyond awards and the Membership Recognition Program (MRP). What ideas do you have to continue programs to recognize the members and clubs of this district throughout the year?** |
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| **Fall Training Conference 2020 and District Convention 2021 will take place at hectic times of the semester/quarter. These events occur around midterms season and/or finals season for most schools. What will your potential workload be leading up to these events? How will you manage your time to ensure that you can thoroughly fulfill committee duties for these events?** |
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| **List any other commitments (both inside and outside of Circle K) that you will have from now until March 2021 and the hours you will spend per week doing them.** |
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| **Are you applying for any other District committees this term? If so, which one(s)?** |
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**Finally, please answer the following prompt. Write as much or as little as you want, as long as your answer is complete and well thought out.**

**The COVID-19 pandemic has placed the District in a unique situation where traditional events may not be physically held. It became necessary for clubs to adjust their delivery of events, projects, and programs to their members. Due to these changes, the completion of certain requirements for the Membership Recognition Program (MRP) and District Awards may not be reached by CNH members. What adjustments would you recommend to these recognition programs while still preserving their integrity?**

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**Possible Interview Times:**

The second round of this application process will be an interview with the Member Recognition Chair. 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.

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| --- | --- |
| **Tuesday, May 19th, 2020** |  |
| **Wednesday, May 20th, 2020** |  |
| **Thursday, May 21st, 2020** |  |
| **Friday, May 22nd, 2020** |  |
| **Saturday, May 23rd, 2020** |  |

**Please do not hesitate to contact me if you have any questions, comments, or concerns. I look forward to reading your application.**

**Good luck!**

**Please send the application to BOTH the District Member Recognition Chair and District Governor in PDF format with the application file and e-mail subject line in the following manner:**

**MRCommittee\_FirstNameLastName (eg. MRCommittee\_DavidSu)**

**Late applications will NOT be accepted.**

**David Su**

**District Member Recognition Chair**

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

**Katherine Hoang**

**District Governor**

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

**All applications are to be RECEIVED by**

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

**Thank you for your interest in becoming a part of the 2020-2021 District Member Recognition Committee!**

*This concludes the California-Nevada-Hawai’i District Member Recognition Committee application.*