**CALIFORNIA-NEVADA-HAWAII DISTRICT**

**Circle K International**

**Member Recognition Committee Application**

**2021-2022**

Dear Applicant,

Thank you for showing interest in the District Member Recognition Committee! The California-Nevada Hawaii District of Circle K International is composed of individuals, clubs, and divisions that go above and beyond in their dedication to the tenets of service, leadership, and fellowship.

This term, 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, Membership Recognition Program (MRP), and Member Recognition Mondays 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,

Vanessa Lee

2021-2022 District Member Recognition Chair

mr@cnhcirclek.org

**Application Timeline:**

Submit applications to mr@cnhcirclek.org & governor@cnhcirclek.org in PDF format with the application file and email subject line in the following manner: MRCommittee\_FirstNameLastName (eg. MRCommittee\_VanessaLee).

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| --- | --- |
| Monday, May 4, 2021 toMonday, May 24, 2021 | ***Complete Application Process*** |
| Friday, May 14, 2021 at 10:00PM (PST) / 10:00PM (HST) | ***Application Submission Deadline***Email application to all the following individuals:* District Member Recognition Chair -

Vanessa Lee (mr@cnhcirclek.org)* District Governor -

Ryan Tan (governor@cnhcirclek.org) |
| Sunday, May 16, 2021\* | ***Interview invitations*** *will be sent out to accepted applications* |
| Monday, May 17, 2021 toFriday, May 21, 2021 | ***Interview & Reference Checks****Interviews will be conducted over Phone* |
| Monday, May 24, 2021 | ***All appointments will be finalized.****All applicants will be notified of final selections* |

\* Dates subject to change

**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.

**Goals:**

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.

**Responsibilities:**

The following is a list of minimum responsibilities expected of each standing committee member. **Please check the box next to each responsibility.** In doing so, you signify an understanding of the responsibility.

[ ]  Attend all online committee meetings established by the Member Recognition Chair unless excused with a valid reason and with 24 hours in advance notice. Meetings will generally be held online unless set by the Member Recognition Chair.

[ ]  Remain in constant communication with the Member Recognition Chair, reporting activities and progress on assigned tasks.

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

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

[ ]  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 assist with any and all tasks pertaining to the improvement and participation of District awards, the Membership Recognition Program (MRP), the Master Records Sheet (MRS), and other potential opportunities for the Member Recognition throughout the District, especially at District events.

***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:**

Below you will find the descriptions of the opportunities available on this term’s District Member Recognition Committee. If you have any questions regarding these responsibilities, please feel free to contact the District Member Recognition Chair, Vanessa Lee.

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 these positions and their respective duties as needed.

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

**Expectations:** Some experience of working with Microsoft Excel and PowerPoint is recommended along with online form submission platforms such as Google Forms or Formstack. This position 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

**Creative Assistant: Description:** The Creative Director shall design manuals, awards certificates, and graphics including, but not limited to District Recognition Programs.

**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

**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

**Recognition Specialist (3):** Three Recognition Specialists will be appointed to the District Member Recognition Committee. One Specialist assigned to the following: northern, central, and southern divisions of CNH Circle K International.

* **Northern Recognition Specialist:** Capital, Golden Gate and Sunset
* **Central Recognition Specialist:** Central Coast, Desert Oasis, and Foothill
* **Southern Recognition Specialist:** Citrus, Metro, and 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
* 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
* Receive feedback from club officers regarding awards on what could be improved for clubs to effectively showcase their efforts

**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 2021-2022 term.

**Contact Information:**

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

**References:**

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| **Please provide at least two references and their contact information. Please include their Full Name, Relationship/Position, Phone Number, and E-mail address. 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.** |
| **Reference #1** |  |
| **Reference #2** |  |

**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 with your answers.**

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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 for the District Member Recognition committee, and what do you believe we can realistically implement this term?** |
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| **Have you completed a CNH District Awards Application prior? If yes, what 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 revamp Member Recognition Mondays. What improvements or changes would you recommend to the current program?** |
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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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| **Fall Training Conference 2021 and District Convention 2022 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 2022 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, then which ones?** |
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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 last term where traditional events may not be physically held. It became necessary for clubs to adjust their events, projects, and programs. Due to these changes, the completion of certain requirements for the Membership Recognition Program (MRP) and District Awards may not be reached by the CNH members. With that being said, this term the transition back to in-person events will be seen throughout the District. 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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| **Monday, May 17th, 2021** |  |
| **Tuesday, May 18th , 2021** |  |
| **Wednesday, May 19th , 2021** |  |
| **Thursday, May 20th , 2021** |  |
| **Friday, May 21st , 2021** |  |

**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\_VanessaLee)**

**Late applications will NOT be accepted.**

**Vanessa Lee
District Member Recognition Chair**

**mr@cnhcirclek.org**

**Ryan Tan**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

**May 14th, 2021 by 10:00 PM (PDT)/10:00PM (HST)!**

**Thank you for your interest in becoming a part of the 2021- 2022 District Member Recognition Committee!**

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