**CALIFORNIA-NEVADA-HAWAII DISTRICT**

**Circle K International**

**Membership Development & Education Committee Application**

**2018-2019**

Dear Applicant,

Thank you for taking interest in the Membership Development & Education Committee! I appreciate your time and effort in wanting to be more involved on the District level and improve the most important aspect of Circle K- the members and their experience! Whether you are a general member or board member, I highly encourage you to apply because this experience will heavily benefit your Circle K journey. In addition to that, I am looking for individuals who would be able to be open-minded to try and get out of their comfort zone, have/create innovative ideas, and would dedicate their time to creating an amazing experience for the California-Nevada-Hawaii district members.

Through this application, I hope to gain a better understanding of you and your vision for the District. There have been a few changes from the previous term. Please be sure to read the entire application and answer all the questions needed. Make sure to elaborate on your ideas. If you have any questions or concerns, please feel free to contact me.

All applicants will be reviewed thoroughly and professionally. The selections will be based on who will be able to fulfill the goals and needs of the District Board. Committee Positions and duties of the respective positions can change at the discretion of the committee chair.

Again, thank you for taking the initiative to apply. I wish you the best of luck!

Sincerely,



Tommy Thach

*2018-2019 District Membership Development & Education Chair*

**Application Timeline:**

1. Application process: **Wednesday**, **April 25th, 2018** to **May 9th, 2018**

2. Application released: **Wednesday, April 25th, 2018\***

3. Applications must be submitted **Wednesday, May 9th, 2018 10PM (PST), 7PM (HST)\*** to Membership Development & Education Chair, Tommy Thach (mde@cnhcirclek.org) and District Governor, Manuel Santiago (governor@cnhcirclek.org).

4. Applicants invited to an interview will be notified by **Friday, May 11th**

5. Interviews will take place on **Saturday, May 12th, 2018** to **Wednesday, May 16th**, 2018\*.

6. Appointments will be made by **Friday, May 18th, 2018**\*. All applicants will be notified of the final selections.

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

**Responsibilities and Expectations**

The purpose of the Membership Development and Education, or MD&E, committee is to provide educational resources for all members of the district to use. This will include but not be limited to Membership Resources – such as member recruitment, member retention, chartering clubs, reactivating clubs, Club-building, member involvement – and educating the members on various aspects of Circle K International as well as professionalism.

[ ]  Attend all online committee meetings agreed upon by the committee and any in-person committee meetings set by the Membership unless excused with a valid reason and within a timely manner. Meetings will generally be held online.

[ ]  Participate actively within the committee by:

* + - Brainstorm new ways of promoting member education and membership development in our district.
		- Assist in the creation of programs for clubs to implement in recruitment, retention, education, and professional development

[ ]  Remain in constant communication with the chair by reporting activities and progress through check-ins and 1-on-1’s provided by the chair.

[ ]  Complete all assigned projects **ON TIME**. If this is not possible, notify the chair in a timely manner.

[ ]  Maintain transparency as a District Committee Member by:

* + - Being able to attend several, if not all, District-held events to show support for district board
		- Communicate with the clubs and divisions in the district receive general feedback from members about how the District Board could improve future events

[ ]  Maintain constant communication with the clubs you represent by:

* + - Researching how different types of clubs succeed in recruitment and retention and using that information to help the clubs that need support
		- Collect diverse ideas to share with clubs
		- Be an overall support to the clubs that you work with and maintain active communication

Failure to complete any of these tasks will result in a warning. Further failure may result in removal from the committee.

Please note that you have read the duties by double clicking and checking the box. Being a part of the Membership Development & Education 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 develop and execute successful resources intended for CNH Circle K
* Encourage membership development & education for **ALL** clubs
* Communicate to members about the committee’s activities
* Contribute to all discussions and projects of the committee
* Represent Circle K International in a professional manner

**To apply, you must meet the following requirements:**

1) Be a dues-paid member of a club in good standing.

2) Be enrolled at least half time during the 2018-2019 term.

**Committee Positions and Descriptions**

**Executive Assistant (1)**

* Serve as the standing chair when the chair is not present
* Assist the chair in overseeing the activities of the committee and ensuring all committee members are aware of their duties and deadlines.
* Assume any tasks not specifically designated to any committee member
* Record and distribute committee meeting minutes
* Develop an efficient method to promote network and support for all Membership & Development officers
	+ If there are clubs that do not have this officer, please incorporate an officer that would focus on that aspect (Ex. President)
* It is preferred but not required that the executive assistant has previously served on the Membership Development & Education committee

**Creative Assistant (1)**

* Assist committee with producing designs for resources
* Collaborate with the committee on what designs are necessary throughout the term for resources and Membership Development & Education events
* Promote the utilization of resources to the targeted audience
* Work with the District Technology Chair to ensure resources are made available through the District Website

**Professional Development Coordinator (1)**

* Assist the Membership Development & Education Chair in assisting with developing a professional directory consisting of contact of professionals and professional organizations
* Lead the development of professionalism in the district by incorporating ideas but not limited to – such as career expos, mock interviews, professional development webinars, professional database, and a professional development event.

**Club Building & Revitalization Chair (1)**

* Act as a resource to new and chartering clubs
* Evaluate process of chartering or building and create a resource with committee that would help these clubs
* Maintain constant communication with the building or chartering club throughout the term to ensure their success

**Webinars & Workshops Coordinator (1)**

* With the help of the committee, determine which topics should be presented that promotes professional and membership development
* Assist the Membership Development & Education Chair in establishing monthly webinars
	+ Find and recruit monthly webinar hosts
	+ Assist the host(s) with their webinars throughout the term
	+ Gather evaluation for more efficient ways to present webinars and other topics members would like to see.
* Responsible for providing members with educational and impactful workshops during District Professional Development Conference.

**Club Liaisons (4)**

* There will be 4 representatives:
	+ Ruby Division Rep (2)
	+ Sapphire Division Rep (1)
	+ Emerald Division Rep (1)
* Serve as the liaison between the Membership Development & Education Committee and the clubs
* Remain in constant communication with your respective clubs
* Host regular one-on-ones with your club’s Membership Development & Education Chair(s) or prospective officers that focus on MD&E
* Provide any assistance and resources that each club needs
* Will produce an evaluation form that will be filled out by each division to cater to what specific needs the clubs in each division need

**Resource Coordinator (2)**

* With the help of committee, lead the production of resources that will benefit all clubs in the district
	+ Responsible for creating outlines of resources being produced and addressing these points to the rest of the committee at meetings
* Organize resources in an efficient way that would be readily accessible for the district
	+ Will collaborate with the lieutenant governors on ensuring every club is given the opportunity to retrieve these resources
* Delegate tasks to committee members to ensure efficient resources are made

**Contact Information**

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| --- | --- | --- | --- |
| **Name** |  | **Phone Number****(Text: Y/N?)** |  |
| **Club/ Division** |  | **E-mail** |  |

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| --- | --- |
| **Past and Current****Positions Held** |  |
| **Other Committees you are applying for (Please state which positions if applicable)** |  |
| **Positions of Interest**  |  |

**References**

Please list 2 references and their contact information – name, number, email (they can be Kiwanis Advisors, officers, members, or people you have worked with professionally that can attest to your work ethic and professionalism.

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| --- | --- |
| **Name** |  |
| **Title/Affiliation to Applicant** |  |
| **E-mail** |  |
| **Phone Number** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title/Affiliation to Applicant** |  |
| **E-mail** |  |
| **Phone Number** |  |

**Please provide a brief response to each of the following questions**.

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| --- |
| **1. Why do you want to be a part of the District Membership Development and Education Committee? What do you hope to gain from this experience?** |
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| **2. What makes you qualified to be on the District MD&E Committee? List any past experiences and skills that will help you both with general committee responsibilities, as well as specifics position(s) you indicated.**  |
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| **3. Describe the recruitment and/or retention challenges a club can generally face, and the viable ways to improve these challenges.**  |
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| **4. What improvements do you think the CNH Circle K District and District MD&E Committee should make? How can we implement these ideas?** |
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| **5. What are some goals you have in mind for this year’s committee and the position you are interested? Please list out ways to achieve these goals (BE SPECIFIC).** |
|  |
| **6. List your commitments for next year with approximate hours a week allocated to each commitment (Circle K, school, work, etc.)** |
|  |

**Please complete the application and return by e-mail to:**

**Tommy Thach**

**District Membership Development and Education Chair**

**mde@cnhcirclek.org**

**Manuel Santiago**

**District Governor**

**Governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

**Wednesday, May 9th, 2018 10PM (PST), 7PM (HST)**

**Please send the application in PDF format with the application file and e-mail subject line in the following manner:**

**MD&ECommittee\_FirstNameLastName (eg. MD&ECommittee\_TommyThach)**

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.***

**Thank you for your interest in becoming a part of the 2018-2019 District Membership Development & Education Committee!**

Remember, “A leader takes people where they want to go. A great leader takes people where they don’t necessarily want to be at but ought to be”

*This concludes the California-Nevada-Hawaii District Membership Development & Education Committee application.*