**CALIFORNIA-NEVADA-HAWAII DISTRICT**

**Circle K International**

**Membership Development & Education Committee Application**

**2021-2022**

Dear Applicant,

First and foremost, I’d like to thank you for taking the time to apply for the District Membership Development & Education (MD&E) committee. Taking the first steps into leadership can be a rather daunting one; however, I highly encourage you to take the leap and apply! As a prospective member of the District MD&E Committee, you will be assisting me with various projects and tasks related to developing and educating members throughout the District. I’m hoping to find individuals who are willing to explore beyond their comfort zone and execute their creative innovations to further enhance the experiences of the members from the California-Nevada-Hawai’i District.

Throughout our term, a heavier emphasis on aspects regarding recruitment & retention holds the precedent for the entirety of our future endeavors. Our mission as a committee is not exclusive towards recruitment & retention, but also towards the general scheme of development & education. Please duly read through the entire application and fill out all required sections.

All applicants are to be reviewed professionally and without bias. Additionally, selections will be made on the basis of their ability to fulfill the objectives of the committee and the District Board. The positions and their respective duties as described in the application may be changed or altered at the discretion of the committee chair.

Thank you, once again, for taking the time to apply and for taking one step forward in nurturing your Circle K experience. I wish you the best of luck!

Sincerely,

Shape

Description automatically generated with medium confidence

Anne Thy Le

*2021-2022 District Membership Development & Education Chair*

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

***Application Process & Timeline***

Applications must be submitted to [mde@cnhcirclek.org](mailto:mde@cnhcirclek.org) & [governor@cnhcirclek.org](mailto:governor@cnhcirclek.org) using the following naming convention: **MD&ECommittee\_FirstNameLastName** by **Friday, May 14th, 2021 at 10pm.** Additionally, all applications must be sent in PDF format. Further instructions will be provided upon the submission of your application.

1. Applications will be available **Tuesday**, **May 4th, 2021** through **Friday, May 14th, 2021**
2. Applications must be submitted **Friday, May 14th, 2021 10PM (PST & HST)** to Membership Development & Education Chair, Anne Le([mde@cnhcirclek.org](mailto:mde@cnhcirclek.org)) and District Governor, Ryan Tan([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Interview invitations will be delivered by **Sunday, May 16th, 2021**.
4. Interviews will be conducted **Monday, May 17th, 2021** through **Friday, May 21st, 2021\***.
5. Appointments will be made by **Monday, May 24th, 2021**\*. All applicants will be notified of the final selections.

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

***Frequently Asked Questions***

***Q: Do I have to be a dues-paid member to apply?***

**A:** Yes. Additionally, any dues-paid member is eligible to apply.

***Q: Do I have to be a full-time student for the whole term?***  
**A:** No; however, you must be enrolled *AT LEAST* half-time. Additionally, you may still apply if you are graduating early, but you must finish your term.

***Q: Can I apply for more than one position?***

***A:*** Yes; however, you may only apply up to a maximum of three positions.

***Q: Do I have to be a current active member to apply?***

**A:** Yes and no. Although it is encouraged that you are already active, your current involvement will not affect your standing as an applicant so long as you show an interest in becoming more engaged in the organization.

***Q: Where do I turn in the application?***

*A*: Please save your finished application in PDF format and e-mail it to [mde@cnhcirclek.org](mailto:mde@cnhcirclek.org) & [governor@cnhcirclek.org](mailto:governor@cnhcirclek.org) using the appropriate naming convention. Physical copies will not be accepted under any circumstances.

***Responsibilities & Expectations***

The purpose of the District Membership Development & Education Committee is to provide educational resources for usage by all members of the California-Nevada-Hawai’i District. This includes, but is not limited to, membership resources which concern membership recruitment, retention, and involvement; as well as, member education in regards to various components of Circle K International, alongside components of professionalism.

Please note that you have read the duties by *double clicking and checking each box*. Being a part of the Membership Development & Education committee is of a serious manner and will require dedication to make this a successful and efficient committee. Attention to detail, frequent communication, and adhering to deadlines is essential for all positions.

**All members of the committee are expected to**

* Help clubs within the CNH Circle K District with all aspects regarding MD&E
* Assist with updating and developing effective resources for the District
* Communicate with members about the committee’s activities
* Contribute to all discussions and projects of the committee
* Represent CNH Circle K and Circle K International in a professional manner

The following is a list of minimum responsibilities expected of each member of the Membership Development & Education Committee:

Attend all online and in-person committee meetings agreed upon by the committee unless excused with a valid reason and within a timely manner.

Participate actively within the committee by:

* + - Brainstorming new ways of promoting membership development & education, and
    - Assisting 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 one-on-one’s facilitated 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

* + - Attending several, if not all, district-held events to show support for District Board, and
    - Communicating with clubs and divisions in the District to receive 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,
    - Collecting diverse ideas to share with clubs, and
    - Being supportive and actively communicative towards the clubs that you work with.

***Committee Position Descriptions***

**(1) Executive Assistant**

* The Executive Assistant will be serving as the second-in-command to the Membership Development & Education Chair and will be assisting with the following items:
  + Meeting logistics & preparation, including meeting minutes and reviewing the agenda.
  + Maintaining activity and outreach on the MD&E Network and other internal relations.
  + Develop an efficient method to promote the network and provide support for MD&E club officers and representatives.
  + Assisting other committee members whenever possible.
* It is preferred, but not required, that the Executive Assistant has previously served on the MD&E committee.

**(1) Creative Assistant**

* The Creative Assistant will be assisting with the production of designs for resources and manuals, as well as:
  + Assist committee members with creating designs to publicize resources and other committee-related material.
* All applicants must submit a portfolio of graphics and publications as a supplement to their application.

**(1) Professional Development Coordinator**

* The Professional Development Coordinator shall assist the Membership Development & Education Chair with the following items:
  + Developing a contact directory consisting of various professionals and professional organizations.
  + Lead the professional development of the District by incorporating programs and resources such as expos, mock interviews, webinars, and professional databases.
  + Assist the committee chair in potentially planning the District Professional Development Conference.
  + Assist the committee chair with various collaborations related to professional development with other committees.
* Develop and promote the District-wide Alumni Mentorship system to connect members with Circle K alumni.
  + Assist MD&E club officers with establishing club-level Alumni networks.

**(1) Recruitment & Outreach Strategist**

* The Recruitment & Outreach Strategist shall aid the Membership Development & Education Chair in developing effective methods of recruitment, such as:
  + Assist the Professional Development Coordinator in finding and recruiting Alumni for the District-Wide Alumni network.
  + Collaborate with various committees to assist clubs with establishing effective tabling, online recruitment strategies & other resources.
* Coordinate with the Involvement & Retention Strategist to establish weekly webinars.
  + Find & recruit webinar hosts.
  + Assist the host(s) with their webinars throughout the term.
  + Gather evaluation for more efficient ways to present webinars and other topics that members would like to see.

**(1) Involvement & Retention Strategist**

* The Involvement & Retention Strategist shall aid the Membership Development & Education Chair in maximizing membership involvement and increasing retention rates by:
  + Research membership expectations of dues & fees.
  + Developing resources for First Year and Transfer Students.
  + Collaborate with various committees to assist clubs with establishing effective club-level officer training programs & other resources.
* Coordinate with the Recruitment & Outreach Strategist to establish weekly webinars.
  + Determine which topics should be presented that promotes professional and membership development.
  + Assist the host(s) with their webinars throughout the term.
  + Gather evaluation for more efficient ways to present webinars and other topics that members would like to see.

**(1) Fellowship-Based Initiatives Chair**

* The Fellowship-Based Initiatives Chair shall aid the Membership Development & Education chair in developing guides related to family and mentorship programs, as well as:
  + Assist clubs in developing or strengthening their current family and mentorship programs.
  + Coordinate and promote the District-Wide District Sunny Buddies program, which connects members across the District through a pen pal system.
  + Assist the committee chair with planning member engagement activities at District Large-Scale events, such as the Member Mixer at Fall Training Conference.

***Pre-Requisites***

**IN ORDER TO APPLY TO THE DISTRICT MEMBERSHIP DEVELOPMENT & EDUCATION COMMITTEE, 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 2021-2022 term.

***Contact Information***

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| **GENERAL INFORMATION** | |
| First Name: | Last Name: |
| Phone Number: | Text? (Y/N) |
| E-Mail: | Club & Division: |
| Years in Circle K: |  |
| **ACADEMICS** | |
| School: | Major: |
| Year in College: |  |
| **MISCELLANEOUS** | |
| Other committees that you are applying for (State which positions if applicable): | Positions of Interest (in order; 1 being top-choice): 1)  2)  3) |

**­­*Position-Specific Questions***

**Executive Assistant**

1. As Executive Assistant, you will be tasked with working with a diverse group of individuals. How will you assist the committee chair to ensure that all committee members are on task and support them throughout their endeavors?
2. What are some ideas to strengthen the bond within the committee and recognize committee members for their work?
3. Describe any shortcomings that you believe club MD&E chairs face, and how can the MD&E Network be utilized to combat those issues?

**Creative Assistant**

1. What experience do you have with graphic design?
2. What ideas do you have to further disseminate committee resources to members across the District?
3. How will you assist the other committee members outside of your own responsibilities?

**Professional Development Coordinator**

1. What does Professional Development mean to you, and why do you think it’s important for our members to experience it?
2. What ideas for events or programs do you have to increase the professional development of members across the district?
3. What ideas do you have to better utilize alumni to the benefit of our members? How do Circle K alumni and Kiwanians play a role in professional development?

**Recruitment & Outreach Strategist**

1. How can clubs work to recruit members virtually?
2. What are some ideas to outreach to Circle K alumni, who have not joined a Kiwanis club?
3. What ideas do you have for potential MD&E webinars? List three ideas that you would want the committee to host and how it would benefit members across the District.

**Involvement & Retention Strategist**

1. What do you believe is the expected member experience from paying dues?
2. What are some ideas to better support First-Year & Transfer students in their transition to their college experiences?
3. What ideas do you have for potential MD&E webinars? List three ideas that you would want the committee to host and how it would benefit members across the District.

**Fellowship-Based Initiatives Chair**

1. What are you opinions regarding the District Sunny Buddies pen pal system? What improvements can be made, or should it be kept as a program?
2. What are the benefits for clubs to establish and maintain family & mentorship programs?
3. What ideas do you have for member engagement activities, such as Member Mixer at Fall Training Conference?

**­­*Short-Answer Responses***

**Please provide a brief response to each of the following questions**. **Feel free to expand the boxes as needed to answer the questions.**

1. Why do you want to be a part of the District Membership Development & Education Committee? What do you hope to gain from this experience?

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1. Describe your leadership or professional experiences and how it qualifies you for the position(s) which you are seeking.

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1. Describe the member recruitment and retention obstacles a club may generally face, and list viable strategies to resolve these obstacles.

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1. What qualifies a resource as “effective?” Remark on digital manuals, online webinars, and District-wide workshops; how can the quality of these aforementioned resources be maintained or improved?

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1. What improvements do you think could be made to the CNH District of Circle K and to the District MD&E committee? How can we implement these ideas?

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1. What other commitments do you have in addition to Circle K, and how will you address the possibilities of interferences with this position’s duties?

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1. Please use the box below to answer the position-specific questions. Use as much space necessary.

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***References***

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| **Please list up to two references and their contact information—name, number, & email. References may include, but are not limited to, Kiwanis Advisors, Club Board Officers, general members, or people you have worked with professionally that can attest to your work ethic and professionalism.**  ***References missing any information will be considered invalid.*** | |
| **NAME** | *RELATIONSHIP*  *E-MAIL*  *PHONE NUMBER* |
| **NAME** | *RELATIONSHIP*  *E-MAIL*  *PHONE NUMBER* |

***Interview Availability***

The second round of the District MD&E Committee Application involves an interview between the chair and applicant. Applicants that will be receiving an interview will be duly notified by **Sunday, May 16th** via email.

Though it is not guaranteed that each applicant will move on to the second round, please highlight your tentative availabilities for an interview below in the case that you do move on to receive one. Please indicate all times of availability **from 7PM to 11PM** for each day listed.

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| **MONDAY,**  **May 17** | **TUESDAY,**  **MAY 18** | **WEDSNESDAY,**  **MAY 19** | **THURSDAY,**  **MAY 20** | **FRIDAY,**  **MAY 21** |
| **7:00pm** | **7:00pm** | **7:00pm** | **7:00pm** | **7:00pm** |
| **8:00pm** | **8:00pm** | **8:00pm** | **8:00pm** | **8:00pm** |
| **9:00pm** | **9:00pm** | **9:00pm** | **9:00pm** | **9:00pm** |
| **10:00pm** | **10:00pm** | **10:00pm** | **10:00pm** | **10:00pm** |
| **11:00pm** | **11:00pm** | **11:00pm** | **11:00pm** | **11:00pm** |

**\*If these times do not work for you, please let me know so we can work something out!**

***Signature & Acknowledgment***

*By signing below, I acknowledge and agree to uphold all the duties listed above. I understand that my failure to complete any of these tasks will result in a warning. Further non-compliance may result in my removal from the committee at the chair’s discretion. Likewise, I certify that the information I have provided is truthful and honest to the extent of my knowledge.*

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| **PRINT NAME**  X |

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| **SIGN HERE**  X |

If you have any questions or comments, feel free to contact me! I look forward to reading your application. Thank you for your interest in becoming a part of the 2021-2022 District Membership Development & Education Committee!

**REMINDER**

SUBMISSION DATE: **Friday, May 14, 2021 10PM (PST & HST)**

Applications must be submitted in PDF format & titled using the following format,

***MD&ECommittee\_FirstNameLastName****Example: MD&ECommittee\_AnneLe*

**Submission Emails:**

Anne Le

District Membership Development & Education Chair

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

Ryan Tan

District Governor

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

Feel free to attach any files that you feel will best supplement your application.

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