**CALIFORNIA-NEVADA-HAWAII DISTRICT OF CIRCLE K INTERNATIONAL**

**2018-2019 DISTRICT CHAIR APPLICATION**

Dear District Chair Applicant,

Thank you for expressing interest and taking time to apply to be part of the 2018-2019 California-Nevada-Hawai’i Circle K District Board! The District is able to create many membership programs and large-scale events due to our District Chairs, and we cannot wait to see the passion and dedication that you have for this organization. Make sure to read this entire application thoroughly and complete any prompts to the best of your abilities. Each application will be reviewed with detail in a professional manner, and the appointments made will be based on who is believed to fit the needs and goals of our District and the 2018-2019 District Board. If you have any questions about the application process, please contact any District Board Officers! Thank you again for your interest and good luck to all the applicants!

**Application Process**

1. Application Process: **Tuesday, March 27th, 2018 – April 11th, 2018.**
2. Applications must be submitted by **Tuesday, April 3rd, 2018 @ 11:59PM** to CNH District Governor Manuel Santiago([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Interviews and reference checks will take place between **Wednesday, April 4th, 2018 – Tuesday, April 10th, 2018.**
4. Appointments will be made by **Wednesday, April 11th, 2018.**

Once again, thank you and good luck to all the applicants and we are looking forward to seeing what you have to bring to our clubs and members for a terrific year of service, leadership, and fellowship!

**SECTION 1: RESPONSIBILITIES:**

1. The District has six (6) standing committee chairs, with the potential of two (2) additional chairs in accordance with the District bylaws.
2. These positions serve as ex-officio members of the board and work with the elected officers to promote growth and advancement to the Circle K program in the California, Nevada and Hawaii District.
3. Chairs do not have a vote during District Board meetings.

If selected, the District Chair must complete an Agreement to Serve contract, be a member in good standing, and be enrolled at least half time during the 2018-2019 term. The following is a list of minimum responsibilities expected of each standing committee chairs. **Please check the box next to each responsibility** (double click on the box to check it).

In doing so, you signify an understanding of the responsibility:

Attend the District Officer Training Conference held on April 20th – April 22nd at the Kiwanis District Office in Rancho Cucamonga, California.

As requested, attend and actively participate in all District Board meetings throughout the year.

Remain in constant communication by reporting activities and progress to the District board and with designated Kiwanis Adviser.

Within 2 weeks of taking office, begin recruiting committee members by creating and distributing a committee application.

Appoint all committee members by Sunday, May 13th, 2018, and aim for a diverse representation across California, Nevada, and Hawaii.

Hold committee meetings at least monthly (these can be virtual meetings) and report meeting minutes to the Governor and your adviser.

Be willing to help with tasks that are not directly related to the chairperson’s position, but do so to assist your fellow constituents of the District Board and Clubs.

**SECTION 2: DESCRIPTIONS & EXPECTATIONS**

By becoming a District Chair, you will be working with a team of Circle K members whose goal will be to improve the California-Nevada, Hawaii District. Most importantly, the chair will be a role model for the District membership. It is expected that each chair will participate in District events and assist the District Board in any and all ways possible. The following is a list of minimum duties for each position. Appointed chairs will be encouraged to expand their role as the year progresses, by bringing forward **new, creative,** and **innovative** ideas.

Individuals considering an appointment must be able to fully participate in District sponsored training, board meetings, and all District events, unless the Governor and/or the District Administrator excuses them. They should have a reliable means of transportation and communication (e-mail, phone, cell phone, etc.).

The following are upcoming 2018-2019 events that will require board participation:

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| **April 20th – 22nd** | District Officer Training Conference and Board Meeting at the Kiwanis District Office, Rancho Cucamonga/Ontario, CA |
| **April 28th and May 5th** | Spring Training Conferences North and South |
| **July 4th – July 8th** | Large Scale Service Project and Circle K International Convention (CKIx) in Chicago, Illinois (Highly Suggested) |
| **July 13th – 15th** | President’s Retreat at Lake Isabella in Bakersfield, CA |
| **July 27th – July 29th** | Summer Board Training and Board Meeting at the Kiwanis District Office, Rancho Cucamonga/Ontario, CA |
| **November 2nd – 4th** | Fall Training Conference and Board Meeting at Old Oak Ranch in Sonora, CA |
| **January 2019** | Winter District Board Meeting at the Kiwanis District Office, Rancho Cucamonga, CA |
| **March 22-24** | Circle K District Convention in Riverside, CA |
| **2018-2019** | All District-sponsored service and/or fundraising events |

**The following are descriptions of Standing Chair positions on the District Board:**

1. **Service Chair**

* Research and implement the District and International Service Initiatives
* Seek and implement service opportunities throughout the District
* Coordinate service projects at the Fall Training Conference and District Convention
* Evaluate the concept of District Large Scale Service Projects with the executive board and advisor, appointing DLSSP Chairs
* Manage and updating the Service Database
* Act as a liaison between the working committee, clubs, and the District Board
* Strive to focus on improving the quality of service
* Provide guidance to Service officers across the District

1. **Membership Development & Education Chair**

* Plan a Professional Development focused conference.
* Draft the proposal for a District-wide professional event to be presented at the April District Board meeting.
* Educate Circle K members about membership benefits
* Encourage professional development across the District
* Aid in the growth of District membership by researching and promoting membership resources relevant to all different forms of academic institutions
* Assist clubs with membership recruitment and retention programs
* Facilitate the education of members in the District with both CKI and professional knowledge through webinars and episodes such as the Alumni Spotlight
* Provide guidance to all Membership officers throughout the District.

1. **Kiwanis Family & Foundation Chair**

* Educate members about the other Kiwanis Family branches
* Creating a Circle K display board to be used in the promotion of our organization at other Conventions; promoting Circle K Week
* Develop the resources needed to assist in the creation of other SLP Clubs
* Promote the presence of the Kiwanis Family LinkedIn Group
* The position will also gather project information from other Kiwanis Family branches and appropriately promote Circle K's participation in these projects
* To improve the relationship and image of Circle K to all other Kiwanis branches
* Bridge transparency and educate our District with the CNH Kiwanis Family Foundation
* Collaborate and promote opportunities given by the CNH Kiwanis Family Foundation such as scholarships and project grants
* Provide guidance to all Kiwanis Family Chairs across the District

1. **District Convention Chair**

* Responsibilities include all aspects of the planning and coordination of the 2019 District Convention in Riverside, CA, including: entertainment, program, workshops, decorations, honors reception and all other aspects of District Convention
* Provide progressive updates to club officers throughout the course of the year in regards to event deadlines and registration guides.
* It is preferred but not required that the applicant have prior experience in the planning process of a large-scale event such as Fall Training Conference and/or District Convention and that the applicant be from a club located in Southern-half of the California-Nevada-Hawaii District

1. **Fall Training Conference Chair**

* Responsibilities include all aspects of the planning and coordination of the 2018 Fall Training Conference to be held at Old Oak Ranch in Sonora, CA including: entertainment, program, workshops, decorations, and all other aspects of Fall Training Conference
* Provide progressive updates to club officers throughout the course of the year in regards to event deadlines and registration guides.
* The individual appointed is expected to assist the District Board for the whole term.
* It is preferred but not required that the applicant have prior experience in the planning process of a large event such as Fall Training Conference and/or District Convention and that the applicant be from a club located in Northern-half of the California-Nevada-Hawaii District

1. **Member Recognition Chair**

* Responsibilities include updating the Awards Manual by making necessary corrections to information surrounding District Awards
* Provide club officer with manuals to use the Online Award Submission System
* Promoting the Awards Manual to the clubs and members
* Effectively lead a recognition committee that will assist in the education, promotion, and recognition of awards at FTC and DCON
* Work with the Governor, District Administrator, and Awards Advisor in the planning and organizing of the awards judging and disbursement at FTC and DCON
* Recognize clubs and members throughout the year for their outstanding efforts outside of District events (For example: the Member Recognition Mondays)
* Provide clubs with the Master Records Sheet Document to be collected from all clubs and provide feedback throughout the term
* Responsibilities include promoting and amending the Membership Recognition Program (MRP) as needed

1. **Technology Chair**

* Responsibilities include maintaining an up-to-date District website
* Create and maintain online tools such as an online archive of Membership Recognition Program standings and the online awards submission system
* Provide an online archive of current accomplishment of the District in regards to service goals and District officer resources
* Applicants should have demonstrated knowledge and experience in Wordpress, web design/development, maintenance, and public relation skills and will be asked to include a portfolio along with their application that displays past works that they have produced
* Serve on the Communication & Marketing Committee as an official member and an ex-officio of every District Committee to ensure all technical support is provided to each committee
* Must maintain constant communication with all District Chairs to ensure technical support is provided to each committee

1. **Communications & Marketing Chair**

* Manage the District publications, *The Sunburst* and SunnyTV
* Oversee the branding and digital presence of Cal-Nev-Ha Circle K through external outreach, graphics, and social media accounts
* Work with the District Technology Chair to establish an online medium for *The Sunburst* on the Cal-Nev-Ha District website.
* Manage the activity of the District blog, *The Sunspot.*
* Work with the District event chairs to market District events to both Circle K members and external media outlets.
* Provide guidance to all Public Relation officers to promote the external image of Cal-Nev-Ha Circle K to different organizations
* It is preferred, but not necessary, that applicants have experience in graphic design, if you do you may attach a portfolio of past graphic work

**The following is a description of the Ad-Hoc Chair positions on the District Board. An Ad-Hoc chair is an appointed chairperson to serve the District for one major purpose or event. These positions’ do not have a seat at District Board Meetings. Activities on District Board correlate with its respective event or duty.**

1. **On to International Convention Chair:**

* Actively promote and coordinate all District fellowship activities associated with the International Large Scale Service Project and the International Convention scheduled from July 4th – July 8th in Chicago, Illinois.
* Attend the Large Scale Service Project and International Convention
* Assist members with travel and housing arrangements
* Coordinate spirit packs and souvenirs in regards to CKIx open for members to order
* Develop a budget for proposal at the April District Board Meeting and reflective feedback at the July District Board Meeting.

1. **President’s Retreat Chair:**

* Plan fellowship and leadership-based activities for the District President’s Retreat in Lake Isabella Bakersfield, California from July 13th – July 15th along with President’s Retreat Adviser
* Develop a budget for proposal at the April District Board Meeting.
* Coordinate the facilitation of souvenirs for members in attendance of President’s Retreat.
* Organize the President’s Manual to be given to members in attendance.
* It is preferred but not required that the applicant have attended and have prior experience in the planning process of a leadership event such as President’s Retreat and that the applicant be present at the April District Board Meeting

**The following position is a description of the open Lieutenant Governor position. Due to a vacancy after the 2018 CNH Circle K District House of Delegates, the 2018-2019 District Governor will appoint a Lieutenant Governor for the Metro Division.**

1. **Lieutenant Governor**

* Serve as a liaison from the District to the clubs
* Hold at least 9 Divisional Council Meetings in order to deliver necessary information to clubs and members.
* Be a voting officer at all District Board meetings.
* Communicate with their Kiwanis Family Lt. Governor counterparts.
* \*\*\*In order to be the Metro Lieutenant Governor, you must be a member of a club from the Metro division\*\*\*

**IN ORDER 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 in an institution of education during the 2018-2019 term.
3. Fill out this application form completely.

**SECTION 3: CONTACT INFORMATION (\*required)**

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| **Name\*** | Click here to enter text. | **Phone #1\*** | Click here to enter text. |
| **School\*** | Click here to enter text. | **Phone #2** | Click here to enter text. |
| **Division\*** | Click here to enter text. | **Email\*** | Click here to enter text. |
| **Address\*** | Click here to enter text. | **Skype SN** | Click here to enter text. |
| Click here to enter text. |
| **Position(s) of Interest\*** | Choose an item. | | |
| Choose an item. | | |
| Choose an item. | | |
| **Preferred Method of Contact\*** | Click here to enter text. | | |

**SECTION 4: GENERAL STATEMENTS**

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| **Please provide a brief response to the following questions FOR EACH POSITION YOU LISTED ABOVE:** |
| **Describe your involvement in Circle K and how it qualifies you for the position(s) which you are seeking.** |
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| **Why do you want this position and what do you think is the most important aspect of this position?** |
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| **What other commitments do you have in addition to Circle K, and how will you address the possibilities of the interference with this position’s duties?** |
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| **As a District Board Officer, you will be working with a team of various individuals with different personalities, how would you describe your leadership style and what can you contribute to the team?** |
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| **Finally, please complete the prompt(s) below that pertains to your position(s). Please feel free to use as much space as needed:** | |
| **Position:** | Choose an item. |
| Click here to enter text. | |
| **Position:** | Choose an item. |
| Click here to enter text. | |
| **Position:** | Choose an item. |
| Click here to enter text. | |

**SECTION 5: POSITION STATEMENTS PROMPTS**

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| **Service** |
| 1. Please describe areas of improvement in reference to previous District Large Scale Service Projects and your ideas on how to address them. 2. For the 2018-2019 term, the new District Service Initiative is “Helping Those with Disabilities”. What kind of service projects would you like to plan for the District with the initiative in mind and what other ideas would you like to push forward in raising awareness of the District Service Initiative? 3. How would you promote the education and reflection of service projects in order to increase impactful service? Describe a few ways to do this for your home club. 4. The District Service Chair will bring the Vice Presidents of Service and Service Chairs together and promote support and collaboration between each other. What ideas do you have to bridge the gap between yourself and each officer and between each officer? |
| **Membership Development & Education** |
| 1. As MD&E Chair, your job is to provide resources to help clubs promote membership growth and retention. What are the goals that you have for this District in terms of club growth in big and small schools, and ideas on how you would accomplish them (ideas for resources, training, etc.)? 2. The MD&E Chair usually plans the District Professional Development Conference(DPDC) alongside the annual CNH Kiwanis Convention. Due to the fact that the Kiwanis convention is being held in Hawai’i, what ideas do you have to hold a District-wide conference focused on professional development? 3. What experience do you have with chartering a new Circle K club? What actions would you take to revive inactive clubs in the District? 4. What do you believe is the most important aspect of tabling and active recruiting, and how would you ensure that clubs are prepared to host club rush? 5. In recent years, we have seen that older returning members lack the incentive to come back to Circle K because they have experienced most of what it has offered. What ideas do you have in mind to cater to both new and returning members? |
| **Kiwanis Family** |
| 1. As District Kiwanis Family and Foundation Chair, your job is to promote Kiwanis Family relations with all branches of Kiwanis (Kiwanis, Key Club, KIWIN’S, Builders Club, K-Kids). What incentive programs and promotional ideas do you have to increase involvement in events like Kiwanis One Day, Kiwanis Takeover, or Key to College? 2. What changes would you like to be made on the Kiwanis Family Report Form(KFRF)? How can you utilize gathered information on the club KFRF to enhance Kiwanis Family relations? 3. What ideas do you have that would allow clubs to provide a presence to all branches of the Kiwanis Family? 4. The Kiwanis Family Foundation Chair’s duties include tabling and promoting Circle K at Kiwanis Family events such as Kiwanis Convention and Midyear North/South. How would you utilize this tabling to increase the collaboration between Circle K and Kiwanis? 5. What experiences do you have working with the CNH Kiwanis Foundation? How would you educate members on their purpose? |
| **District Convention** |
| 1. What does DCON mean to you? Describe your DCON experience(s). 2. What do you believe went well during District Convention 2018? What issues did you notices throughout the event, and how would you work to prevent them from happening? 3. What is the most important thing to you when it comes to event planning? 4. What would you do to make this coming DCON unique and one of a kind? Please elaborate on as many innovative ideas you would like to implement as possible. |
| **Fall Training Conference** |
| 1. What does FTC mean to you? Describe your FTC experience(s). 2. What is the most important thing to you when it comes to event planning? 3. Fall Training Conference is the second largest District Event. It is often the event that really pumps members up to become more involved in Circle K. Please list as many problems that you saw with this year’s conference and your ideas that you have to change them. Also, please list what you would like to keep from this year (or perhaps even previous years). 4. What would you do to make this coming FTC unique and one of a kind? Please elaborate on as many innovative ideas you would like to implement as possible. |
| **Member Recognition** |
| 1. Have you applied for awards in the past? How would you encourage clubs with smaller members to apply as well as clubs with larger membership? 2. Please, with all available knowledge, explain what you would do to promote filling out Awards, especially with the smaller clubs, what new awards you might like to see, or what additional requirements you would like to see this upcoming year. 3. In addition, explain any problems you have with the current awards or the online awards submission system and how would you address them? 4. With the changes made to the Membership Recognition Program(MRP)(Removal of Tiers) in 2017, how would you encourage clubs to utilize MRP for personal growth and development? 5. Why do you believe recognition is important, and what suggestions do you have for clubs without any recognition system? 6. What will be your academic schedule around the time of District Convention? Will your academic schedule conflict with your duties, if so how will you prepare ahead of time to ensure you succeed in your position? |
| **Technology Chair** |
| 1. What resources would you like to distribute to the club technology chairs in the District? 2. How do you plan to keep the website more inclusive for all members, and why would members want to return to the website more to check? 3. What prior experiences do you have with coding including, but not limited to using PHP, HTML, MySQL, and JavaScript? 4. The Technology Chair will be an ex-officio member of each District Committee to ensure technical consistencies. How do you plan on ensuring that communication is maintained throughout the year in all the committees? |
| **Communications & Marketing** |
| 1. The District Newsletter, *The Sunburst*, is produced to recognize the achievements of both clubs and their members while at the same time publicizing District Events. In this past year, there has been a decline in article submissions from members. Please list your ideas on ways to increase readership and involvement when creating *The Sunburst*. 2. There has been fewer clubs producing newsletters for their members. How would you encourage clubs to continue to develop newsletters as well as clubs starting a newsletter? What resources would your provide them? 3. In the past few years the Communications and Marketing Committee held stronger efforts to create press releases of large Circle K events to send to local media news outlets. Would you plan to continue to have committee members create press releases and if so how would you ensure these press releases will be more visible to the general public? 4. With the creation of the District Style Guide in 2017-2018, District graphic standards resources are readily available for clubs to utilize. How will you encourage clubs to abide by graphic standards and why do you think it is important for graphic standards to be used? 5. How would you ensure the District blog, *The Sunspot*, has sufficient content? What do you think is the importance of a District blog? How would you utilize the District blog to encourage transparency within CNH? |
| **On To International Convention (Ad-Hoc)** |
| 1. This year Circle K International Convention is in Chicago, Illinois. As the largest District in Circle K International, we want to display California-Nevada-Hawaii District’s successes, spirit, and members at our highest potential. How would you effectively promote CKIx and encourage more members to attend? 2. What kind of theme would you want our members to represent in Chicago, and what is its significance to our District? Please include any ideas you have for spirit items, District merchandise, and other items you’d like the District to have. 3. How would you make sure that members have all the necessary information needed leading up to CKIx to ensure a successful experience? 4. What ideas do you have for a District Dinner? What new ideas do you have to get members from our District to meet others while at CKIx? |
| **President’s Retreat (Ad-Hoc)** |
| 1. Have you attended a President’s Retreat in the past? If so how would you see it improving, if not how would you make the event beneficial for those attending? 2. What new ideas would you like to implement into the President’s Retreat agenda, and how would these ideas be beneficial to the presidents? 3. What type of fun fellowship activities would you like to be seen done at President’s Retreat? 4. What is your opinion of a meaningful officer retreat? What assets are needed to be present for the event to be made valuable? |
| **Lieutenant Governor (Metro Division)** |
| 1. Divisional unity can help clubs retain membership and bond in fellowship. How can you increase divisional unity and interaction within your division? 2. It is not uncommon for a club to decrease in membership size and lose motivation. How would you prevent burnout and how can you keep your club officers motivated throughout the term? 3. What do you think it means to be a good lieutenant governor and how would you exemplify those characteristics? |

**SECTION 6: REFERENCES**

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| **You may provide up to 3 references to further support your application, as you feel necessary. Please include their Full Name, Relationship/Position, Phone Number, and e-mail address. We will also be looking into other references if needed as well.** | |
| NAME | RELATIONSHIP/POSITIONS  PHONE NUMBER  E-MAIL ADDRESS |
| NAME | RELATIONSHIP/ POSITIONS  PHONE NUMBER  E-MAIL ADDRESS |
| NAME | RELATIONSHIP/ POSITIONS  PHONE NUMBER  E-MAIL ADDRESS |

**SECTION 8: INTERVIEW TIME AVAILABILITY**

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| **All applicants must schedule a 20-30 minute phone interview. Please indicate ALL times at which you will be available from 10:00AM – 10:00PM. You will receive a phone call or text regarding your interview time.** | |
| 4/4: Wednesday | Click here to enter text. |
| 4/5: Thursday | Click here to enter text. |
| 4/6: Friday | Click here to enter text. |
| 4/7: Saturday | Click here to enter text. |
| 4/8: Sunday | Click here to enter text. |
| 4/9: Monday | Click here to enter text. |

**SECTION 9: SUBMISSION & CERTIFICATION**

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| **Thank you for completing the 2018-2019 California-Nevada-Hawai’i Circle K District Chair Application! Please remember to e-mail this to** [**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org) **and fill out the boxes below.** | | | |
| E-Signature (Print Name) |  | Date |  |

**Please complete this application and submit it to the CNH Circle K Governor**

**By e-mail at:** [**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)

**Please make sure that the e-mail subject line and name of application is “ChairApp\_Name”. (For example, “MemberRecognition\_ManuelSantiago”)**

**All applications are to be RECEIVED by:**

**Tuesday, April 3rd, 2018 by 11:59 pm.**

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

**2018-2019 California-Nevada-Hawai’i Circle K District Board.**

**This concludes the California-Nevada-Hawai’i Circle K District Chair Application.**