BE A PART OF THE 2016-2017 DISTRICT BOARD

**DISTRICT COMMITTEE CHAIR APPLICATION**

NJ Circle K is looking for members who are passionate, dedicated, and interested in committee chair positions. The District has seven standing committee chair positions available for the 2016-2017 service year. Members appointed to these positions serve as ex-officio members of the board and work with the elected officers to promote growth and to advance CKI in the New Jersey District. If selected, the District Chair must complete a service agreement, be a member in good standing, and be enrolled at least part time during the 2016-2017 term.

*Please understand that all applicants will be reviewed in a professional manner. The decisions will be made based on who is believed to be the most qualified and meets the needs and goals of this year’s District Board. Good luck!*

Application Process

**Tuesday, March 22nd, 2016**

**Tuesday, April 26th, 2016 by 11:59 PM**

**Saturday, April 30th, 2016**

**Sunday, May 1st, 2016\*\***

**\*\*** Subject to change

Applications made available

Acceptance of applications close

Top of Form

All applicants will be notified of decision

Appointments will be announced to NJ District

Bottom of Form

The following is a list of the minimum responsibilities expected of each standing committee chair:

Please check the box (double-click) next to each responsibility. In doing so, you signify an understanding of the responsibility.

[ ]  As requested, attend and actively participate in all appropriate District Board meetings throughout the year and complete all assigned directives.

[ ]  Remain in constant communication by reporting activities and progress to the District Board and District Governor.

[ ]  Submit names of all suggested committee members to the Governor. He/she will then appoint as necessary. Each committee should aim for a diverse committee representing the entire NJ District.

[ ]  Hold committee meetings at least on a monthly basis wherever applicable (these can be online, by phone, or in person depending on convenience).

[ ]  Be willing to help with tasks that are not directly related to the chairperson position.

[ ]  Attend the Board Development Weekend from May 14-15, 2016. Please check your availability.

Committee Chair Descriptions

By becoming a District Chair, you will be working with a team of CKI members whose goal will be to improve the NJ 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 help out 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 a committee chair appointment must be able to fully participate in District sponsored training, any applicable board meetings, and all important District events, unless the Governor excuses them. They should have a reliable means of communication (email, phone, etc.) and transportation.

The following are descriptions of Standing Chair positions on the District Board. The District Governor will assign specific directives after appointments have been made.

**Convention & Conferences**

Responsibilities include heading the Con-Con Committee, acting as a liaison between the committee and the District Board, and working with both planning and executing various aspects of INSIGHT, District Convention, and any other major conferences that may be scheduled throughout the service year. This includes planning and coordinating all events such as: entertainment, themes, scheduling, decorations, and any other conference and convention logistics and other responsibilities as assigned by the District Governor. Past experience at Circle K events is strongly suggested but not required.

**K-Family Relations**

This committee shall promote interaction among clubs within the New Jersey K-Family on the club, divisional, and district levels and act as a liaison between the working committee and the District Board. He/she shall be responsible for strengthening Kiwanis-Family relations throughout the District by publicizing and planning Kiwanis-Family events and implementing Kiwanis-Family programs. Other responsibilities include planning the K-Family Picnic and implementing district Kiwanis Family days, educating members about the other K-Family branches, developing a District Key to College program, and promoting Circle K Week. The position will also gather project information from other K-Family branches and, where appropriate, promote Circle K’s participation in these projects. The chair will also have other responsibilities as assigned by the District Governor.

**Service**

This chair shall promote the International Service Initiative, Tomorrow Fund, and District Project throughout the District and provide clubs with suggested projects. He/she shall also promote the overall importance of service throughout the District and provide clubs with project ideas, including instruction on effective planning, promotion, and implementation of projects. Responsibilities include aiding in the planning of service projects at District events, including INSIGHT, District Convention, and any other District events as directed by the Governor or Board of Officers, creating materials to inform clubs of various service events and ideas, and other responsibilities as assigned by the District Governor.

**Recruitment, Retention, and Revitalization**

The responsibilities include aiding the Board of Officers in identifying potential new clubs within the district and building those new clubs. He/she will work with the LTGs to build and reactivate clubs in each division. He/she shall also aid the Board of Officers in developing membership growth in any past due, suspended, and retained clubs. They shall also be responsible for the development, evaluation, and promotion of programs to assist clubs in the implementation of membership education, development, recruitment, and retention. They shall also lead in planning the District’s Club Officer Training. They shall promote any International and regional conferences and events and be responsible for the development, evaluation, and promotion of programs and materials to assist clubs in the implementation of public relations techniques. Shall cooperate with all clubs in the district during their infancy to assist them in the education of members and sponsoring Kiwanis Clubs, in the planning of well-organized meetings, programs and projects, and the development of long range planning, and in the encouragement of involvement at the District and International level. Shall serve as a resource for all aspects of club operations, development, and growth, which are not adequately outlined or covered by training manuals, district officers, or committees.

**Laws, Regulations, and Awards**

With the aid of the Secretary, the chair shall maintain our policies and procedures as well as the District Bylaws in conformity with the Policy Code and Bylaws of Circle K International and shall make recommendations to the Board of Officers for proposed amendments. He/she shall be responsible for the interpretation of these bylaws for action by the Board of Officers and for all matters affecting CKI on the District Level. He/she shall also review all club bylaws submitted for district approval, make revisions. The chair shall also maintain District Awards and appropriate judging materials and make any recommendations for changes to the Board of Officers. He/she must submit all proposed amendments to this policy code and the District Bylaws to the Governor two weeks before the board meeting.

**Fundraising**

Responsibilities of this position include heading all fundraising aspects of the District, acting as a liaison between the committee and the District Board, and working to implement new and innovative fundraising projects and ideas. The fundraising projects and program will aid the budget of the District to keep up with our expenditures. This person will also work closely with the District Treasurer, Financial Counselor, and Assistant Administrator of Fundraising for most of the year, coming up with many new ideas and other responsibilities as assigned by the District Governor.

**Technology**

Responsibilities include maintaining the District website (njcirclek.org) and ensuring that the website is up-to-date. The website should include the following: a calendar promoting club and district events, a way of receiving member feedback, providing electronic resources for the members and officers, promoting District events and programs through the creation of advertisements, collecting member resources, maintaining reflectors, and providing technical support to the District and all clubs. He/she will explore and implement new initiatives to ensure that the District website is a useful resource to clubs and members, shall assist clubs in the creation and maintenance of their own websites, and implement any online initiatives by the Board of Officers. Applicants should have demonstrated knowledge and experience in web design and/or maintenance.

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 for at least half of the 2016-2017 term.
3. Please fill out this application completely and accurately.

If you are selected, you will be provided with several forms that will require completion – these forms must be returned to the District Governor along with proof of enrollment (online print-outs are okay).

New Jersey District Committee Chair Application Form

 2016-2017

Please fill out the application below in full. If you are selected, you must complete a service agreement and provide a proof of enrollment for the Spring of 2016 semester as well as the Fall of 2016 semester if possible. Online print outs are acceptable.

Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Division |  |
| Club |       | Cell Phone |       |
| School Address |       | Home Phone |       |
| Summer Address |       | Year in School |       |
| Major(s) |       | Expected Graduation Month and Year |       |
| Minor(s) |       | Do you plan on attending CKI ICON (June 22-26) this year? |  |
| Email |       |

List positions of interest to you in order of preference (maximum of three):

1.

2.

3.

**Please provide a brief response to the following questions:**

1. Describe your CKI experience; specifically, have you held any officer or chair positions, attended any divisional, district, or international events?

1. What experiences can you provide the district in the role you are seeking? Please answer for all positions for which you are applying.

1. What other commitments do you have in addition to Circle K International?

1. How would you describe your ability to work in a team setting?

1. Why do you want to be a part of the 2016-2017 District Board?

1. What does Circle K International mean to you?

1. Is there any other information you would like the choosing parties to know about you?

*Please complete this application form and return to the NJ District CKI Governor Jason Dear*

*at* *JasonDear.cki@gmail.com**.*

*All applications are to be received by Tuesday, April 26th, by 11:59 PM!*

*Thank you for your interest in becoming a part of the 2016-2017 NJ CKI District Board.*