

# New Jersey District of Circle K International



**Included in this packet are the following documents:**

- Letter from the Governor
- Candidate Assessment Worksheet
- Position Summaries
- Expectations of the NJ CKI District Board
- Officer Service Agreements
- Declaration of Candidacy

**To receive information about Endorsement for  
International Office at the  
2022 District Convention:  
Please contact Governor Alyssa Joyce**

# New Jersey

## Circle K International

Hello NJ CKI,

Our service year together is coming to an end, and while I'm sad to be leaving this organization, I am so grateful for all of you and your dedication to NJ CKI. As Governor this year, I've had the opportunity to not only meet so many new people and watch you grow into leaders, but also to gain new perspectives on the communities we serve and the value of our organization. Thank you all for letting me be a small part of your CKI journey.

As we prepare to come together for one of the final District events of the year, it is time for us to elect new district leaders for the 2022-2023 service year. As we start thinking about District Convention and elections, I hope you all consider what you want your role in CKI to look like next year, whether that be at the club level, the district level, or the international level. If you are considering a position on the District Board, take a look through this packet and please reach out to me to discuss the responsibilities of a District Officer. **District Board Elections will take place at the 58th Annual District Convention from March 4th-6th.**

Included within this packet you will find important information, helpful hints, a checklist, sample caucus questions, and service agreements for District Office Candidates. **Service agreements must be read, signed, and submitted by the Friday of District Convention (March 4th) before the Candidates' Meeting at 6:30PM.**

In order to be a qualified candidate for District Office, you must be a dues-paid member from a New Jersey CKI club in good standing. No elected District Officer may hold an elected International or Club Officer Position for the same respective CKI year (2022-2023). In addition, you will need to submit your Declaration of Candidacy form, your signed 2022-2023 schedule, your proof of enrollment at a NJ college or university, and your candidate's literature (optional) to [alyssajoyce.cki@gmail.com](mailto:alyssajoyce.cki@gmail.com) by **February 22nd, 2022 at 11:59PM**. If you decide to run off the floor during District Convention, you will still need to provide a Declaration of Candidacy form, your signed 2022-2023 schedule, and proof of enrollment. You will not be allowed to distribute any literature of your candidacy if you run off the floor.

All candidates must be in attendance at the **Candidates' Meeting on Friday, March 4th at 6:30PM**. During the Opening Session of District Convention, you may introduce yourself as a nominee for office. On Friday evening, you are required to participate in the divisional Caucus Sessions after the Opening Session. You will have the opportunity to address the members in attendance on Saturday morning during the Meet the Candidates' Session. A complete detailing of the election rules will be discussed at the Candidates' Meeting. Within this packet, we have also provided you with a document to help you assess your candidacy. It is not required to be submitted, but our hope is that it will assist you in your final decision to run for office.

If you have any questions or concerns, please feel free to contact me at [alyssajoyce.cki@gmail.com](mailto:alyssajoyce.cki@gmail.com). I strongly encourage you to consider serving the New Jersey District this coming year; serving on the District Board is an amazing part of our organization, and it allows you to make changes in this District for the better. Thank you all so much for your dedication to our organization this year and always. See you all at District Convention!

Yours in Service, Leadership, and Fellowship,

Alyssa Joyce  
2021-2022 NJ CKI District Governor

# ASSESSING YOUR CANDIDACY FOR DISTRICT OFFICE

As you consider pursuing a position on the New Jersey CKI District Board, it is highly recommended that you spend some time evaluating your motives, objectives, skills, training needs, past performance, future aspirations, time you can commit, and level of moral support from your home club, sponsoring Kiwanis club, and division.

Reflect on the following questions to help you decide:

1. What time constraints will you have during the 2022-2023 academic year? (Other extracurricular activities, course load, personal and family obligations)
2. How many hours will you be able to devote to Circle K work on a weekly basis?
3. Why are you interested in pursuing a district officer position?
4. Review the position requirements for district officers and identify the skills and personality characteristics necessary to be an effective district officer:
5. Which of the skills and personality characteristics in question #4 do you possess? Describe a situation or task in which you have demonstrated these skills and the outcome of that experience.
6. What have you gained personally and professionally through your involvement in Circle K?
7. What past experiences qualify you for a district officer position?
8. What do you hope to learn and gain through the experience of being a district officer?
9. What issues and programs do you believe the district needs to direct attention to? (Consider service needs, district needs, and club needs)
10. In what areas of organizational operation do you need further training in?

## DISTRICT OFFICER EXPECTATIONS

**As a district officer, you will be expected to spend approximately 5-10 hours per week on Circle K related work. This work will generally take the form of the following tasks:**

- ★ Home club meetings, projects, and events
- ★ Communicating with club, district, and international officers
- ★ Completing monthly reports
- ★ Writing newsletters or articles for the District publication
- ★ Communicating with Kiwanis Family counterparts
- ★ Building new clubs
- ★ Visiting clubs in the District
- ★ Preparing for District Board Meetings

**As a district officer, you will be reimbursed from the Circle K District Budget for the following items, to a maximum dollar limit specified in said budget:**

- ★ Postage
- ★ Copying
- ★ Phone Calls
- ★ Travel
- ★ Divisional rally expenses
- ★ A portion of District Convention and Conference registrations
- ★ A portion of the International Convention expenses

**The following resources will be needed for you to fulfill your district officer position:**

- ★ Phone
- ★ Email access
- ★ Means of transportation

## POSITION SUMMARIES

### *Governor*

The Governor is in charge of making sure all operations of the board are taken care of in a timely and professional manner. They assist the Lieutenant Governors in counseling the clubs of their divisions as well as helping with the chartering process. They are responsible for communicating directly with Club Presidents. They are also responsible for the leadership training of all officers throughout the district. They are the main contact with other districts and the Kiwanis Family. A more complete description is included in the service agreement. The Governor is elected each year by the House of Delegates at the District Convention.

**2021 - 2022 Governor: Alyssa Joyce, [alyssajoyce.cki@gmail.com](mailto:alyssajoyce.cki@gmail.com)**

### *Secretary*

The Secretary is responsible for all official records, correspondence, and minutes of the District Board. They work closely with the Club Secretaries in filling out reports and collecting names and addresses of officers of each club. A more complete description is included in the service agreement. The Secretary is elected each year by the House of Delegates at the District Convention.

**2021 - 2022 Secretary: Melissa Nash, [melissanash.cki@gmail.com](mailto:melissanash.cki@gmail.com)**

## POSITION SUMMARIES

### *Treasurer*

The Treasurer is responsible for preparing the operating budget and keeping all appropriate financial records. They will work with the New Jersey District of Kiwanis to maintain district books and review and approve vouchers. They work closely with Club Treasurers in collecting dues, making budgets, and filling out reports. A more complete description is included in the service agreement. The Treasurer is elected each year by the House of Delegates at the District Convention.

**2021 - 2022 Treasurer: Nicole Hull, [nicolehull.cki@gmail.com](mailto:nicolehull.cki@gmail.com)**

### *Editor*

The Editor is responsible for the printing and publication of the Cirkling. They shall send copies of the publication to the members of all clubs, the District Board, the International Representative, Kiwanis and Key Club Staff, and others as deemed appropriate. A more complete description is included in the service agreement. The Editor is elected each year by the House of Delegates at the District Convention.

**2020 - 2021 Editor: Katie Lynch, [katielynch.cki@gmail.com](mailto:katielynch.cki@gmail.com)**

# POSITION SUMMARIES

## *Lieutenant Governor*

Lieutenant Governors are responsible for counseling all the clubs within their division, as well as working closely with Kiwanians in chartering new clubs and rebuilding inactive clubs. They also assist the Governor in his/her/their responsibilities. They are in charge of their divisional trainings and meetings. A more complete description is included in the service agreement. The New Jersey District of Circle K International is currently divided into three divisions as follows:

- ★ Metro Division
  - Caldwell University
  - Montclair State University
  - New Jersey Institute of Technology
  - Seton Hall University
- ★ Seabreeze Division
  - Brookdale Community College
  - Monmouth University
  - Rider University
  - Rutgers University
  - The College of New Jersey
- ★ Garden Division
  - Atlantic Cape Community College
  - Rowan College at Burlington County
  - Rowan University
  - Stockton University

Lieutenant Governors are elected each year by the House of Delegates at the District Convention by their division.

### **2021 - 2022 Lieutenant Governors:**

**Metro Division LTG: Michael Makar, [mikemakar.cki@gmail.com](mailto:mikemakar.cki@gmail.com)**  
**Seabreeze Division LTG: Parth Rajwade, [parthrajwade.cki@gmail.com](mailto:parthrajwade.cki@gmail.com)**  
**Garden Division LTG: Lauren Vitale, [laurenvitale.cki@gmail.com](mailto:laurenvitale.cki@gmail.com)**

### **----- PLEASE BE AWARE -----**

District Board Committee Chair Positions are appointed by the newly elected District Board Members. Applications will be available to members of the New Jersey District following the District Convention.

# SERVICE AGREEMENT

## *District Governor*

The following contract is agreed to by all members of this district who wish to serve as Governor. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the minimum performance requirements the Governor must maintain to remain in office.

The Governor agrees to do the following during his/her/their term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures, and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 6 and the current District Bylaws and Policy Code.
3. Remain active in home club, attending at least 75% of his/her/their home club's meetings, unless visiting another Circle K club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, the Kiwanis District Convention and Mid-Year Conference, the Key Club District Convention (after your term), and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the Governor and Administrator Training Conference, April 2022.
6. Coordinate and facilitate the New Jersey Circle K District Officer Training Conference, in cooperation with the District Administrator.
7. Attend and actively participate in the Club Officer Training Conference.
8. Preside at the New Jersey Circle K 59th Annual District Convention, March 2023.
9. Prepare a State of the District to be presented at the New Jersey Circle K 59th Annual District Convention, March 2023.
10. Schedule and preside at, at least five, meetings of the District Board of Officers.
11. Make no less than one visit to each division.
12. Ensure all club officers receive leadership training.
13. Work closely with the Circle K District Administrator, the Key Club District Governor, and the Kiwanis District Governor.
14. Work with the Circle K District Administrator and Lieutenant Governors on building new clubs and rebuilding inactive clubs.
15. Monitor progress of all district board members and offer advice and counsel as appropriate.



# SERVICE AGREEMENT

16. Structure committees, assign committee chairs, serve as a non-voting ex-officio member on all district committees and supervise all district committee activities.
17. Produce and ensure distribution of a Governor's newsletter or article in the district publication, the Cirkling, at least once each quarter.
18. Submit an article for the Kiwanis district publication, The Kiwanian, at least once each quarter.
19. Complete and submit all reports required by the Circle K International Board including monthly Governor's reports.
20. Send replies to questions and requests within seven days of their receipt.
21. Work with the District Treasurer and the District Administrator in preparing the annual budget, the convention budget, and any other necessary budgets of the district.
22. Submit expense reimbursement requests to the District Treasurer within thirty days of incurring expenses.
23. Appoint an On-To-International-Convention (OTIC) Chairperson for promotion of the International Convention.
24. Promote all international programs such as the Service Initiative and CKI Week.
25. Maintain files with proper documentation and submit them to the Governor-Elect at the new board training conference.
26. Assist the newly elected Governor in the training of the new board of officers.

I have read the District Governor Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

\_\_\_\_\_  
Signed by Candidate

\_\_\_\_\_  
Date

**For Official Use:**

\_\_\_\_\_  
Signed by District Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by District Administrator

\_\_\_\_\_  
Date

# SERVICE AGREEMENT

## *District Secretary*

The following contract is agreed to by all members of this district who wish to serve as Secretary. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the minimum performance requirements the Secretary must maintain to remain in office.

The Secretary agrees to do the following during his/her/their term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Within the first month of office, correspond with Kiwanis Family counterpart(s).
9. Within fourteen days after meetings of the District Board of Officers and the District Convention, distribute copies of the proceedings and/or minutes.
10. Compile and distribute a district directory containing the names, addresses, and telephone numbers of all district officers and club officers at least twice a year.
11. Submit all name and address changes of district officers to the International Office within ten days of receipt of this information
12. Establish and maintain a schedule of regular mailings to the clubs within the district containing information on district operations, upcoming events, and other information critical to the operation of the clubs.
13. Maintain accurate records of all club monthly reports submitted.
14. Preside in the absence of the District Governor during any meeting of the District Board of Officers.
15. Produce and ensure distribution of a Secretary's newsletter or article in the district publication, the Cirkling, at least once each quarter.

# SERVICE AGREEMENT

16. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.
17. Send replies to questions and requests within seven days of their receipt.
18. Submit expense reimbursement requests to the District Treasurer within thirty days of incurring expenses.
19. Promote all international programs such as the Service Initiative and CKI Week.
20. Maintain files with proper documentation and submit them to the incoming Secretary at the new board training conference.

I have read the District Secretary Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

\_\_\_\_\_  
Signed by Candidate

\_\_\_\_\_  
Date

**For Official Use:**

\_\_\_\_\_  
Signed by District Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by District Administrator

\_\_\_\_\_  
Date

# SERVICE AGREEMENT

## *District Treasurer*

The following contract is agreed to by all members of this district who wish to serve as Treasurer. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the minimum performance requirements the Treasurer must maintain to remain in office.

The Treasurer agrees to do the following during his/her/their term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Within the first month of office, correspond with Kiwanis Family counterpart(s).
9. Work with the District Governor and the District Administrator in preparing the annual budget, the convention budget, and any other necessary budgets of the district.
10. Maintain an accurate system of expense reimbursements, expense ledger entries, and monitoring of budget amounts to ensure all expenses are within the budget, unless the Kiwanis District Board places these duties upon another individual.
11. Sign all checks with the District Financial Counselor and/or District Administrator. All checks for yourself should be signed by the District Governor.
12. Issue a call for district dues, advising clubs where to send dues payments and membership report forms, and the amount of dues.
13. Maintain accurate records of all dues payments.
14. Assist club treasurers in developing and maintaining sound club budgets and accounting practices.
15. Submit a written report reflecting the District income and expenditures and the dues status of member clubs at all meetings of the District Board of officers, unless otherwise directed.

# SERVICE AGREEMENT

16. Assist the District Administrator in compiling a fiscal year-end report as soon as possible after the close of the year unless otherwise dictated by the Kiwanis District Board.
17. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.
18. Send replies to questions and requests within seven days of their receipt.
19. Promote all international programs such as the Service Initiative and CKI Week.
20. Maintain files with proper documentation and submit them to the incoming Treasurer at the new board training conference.

I have read the District Treasurer Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

\_\_\_\_\_  
Signed by Candidate

\_\_\_\_\_  
Date

**For Official Use:**

\_\_\_\_\_  
Signed by District Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by District Administrator

\_\_\_\_\_  
Date

# SERVICE AGREEMENT

## *District Editor*

The following contract is agreed to by all members of this district who wish to serve as Editor. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the minimum performance requirements the Editor must maintain to remain in office.

The Editor agrees to do the following during his/her/their term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Within the first month of office, correspond with Kiwanis Family counterpart(s).
9. Publish and distribute at least five issues of the district publication, the Cirkling, to clubs in good standing, the District Board of Officers, district committee members, District Administrator, International Representative, Kiwanis Governor, Key Club Governor, and others as deemed necessary by the District Board of Officers.
10. Encourage clubs to submit articles for publication in the Cirkling.
11. Assist club editors in developing and maintaining quality newsletters.
12. Submit articles and pictures to the Circle K International Magazine Editor, and any other International Officers who request pictures of the New Jersey District.
13. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.
14. Send replies to questions and requests within seven days of their receipt.
15. Submit expense reimbursement requests to the District Treasurer within thirty days of incurring expenses.

# SERVICE AGREEMENT

16. Promote all international programs such as the Service Initiative and CKI Week.
17. Maintain files with proper documentation and submit them to the incoming Editor at the new board training conference.

I have read the District Editor Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

\_\_\_\_\_  
Signed by Candidate

\_\_\_\_\_  
Date

**For Official Use:**

\_\_\_\_\_  
Signed by District Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by District Administrator

\_\_\_\_\_  
Date

# SERVICE AGREEMENT

## *Lieutenant Governor*

The following contract is agreed to by all members of this district who wish to serve as Lieutenant Governor. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the minimum performance requirements the Lieutenant Governor must maintain to remain in office.

The Lt. Governor agrees to do the following during his/her/their term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, Circle K International Convention, all official Kiwanis events in those Kiwanis divisions assigned to me, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Establish communication with the corresponding Kiwanis and Key Club Lieutenant Governors.
9. Make no less than two visits to each club in the division.
10. Monitor progress of all club officers and offer advice and counsel as appropriate.
11. Coordinate efforts to build new Circle K clubs, and rebuild inactive clubs, in cooperation with the Kiwanis Lieutenant Governor and sponsoring Kiwanis club(s).
12. Hold at least one divisional rally.
13. Promote interclub meetings within the division.
14. Produce and ensure distribution of a Lieutenant Governor's newsletter or article in the district publication, the Circling, at least once each quarter.
15. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.



# SERVICE AGREEMENT

16. Send replies to questions and requests within seven days of their receipt.
17. Submit expense reimbursement requests to the District Treasurer within thirty days of incurring expenses.
18. Promote all international programs such as the Service Initiative and CKI Week.
19. Maintain files with proper documentation and submit them to the incoming Lieutenant Governor at the new board training conference.

I have read the District Lieutenant Governor Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

\_\_\_\_\_  
Signed by Candidate

\_\_\_\_\_  
Date

**For Official Use:**

\_\_\_\_\_  
Signed by District Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by District Administrator

\_\_\_\_\_  
Date

# DECLARATION OF CANDIDACY

Having read the outlined duties and expectations of the office as stated in the District Bylaws and Policy Code, I declare myself a candidate for the office of \_\_\_\_\_.

Furthermore, I do hereby certify I am a member in good standing of a Circle K club in the New Jersey District, and I will be enrolled as a student for the Fall and Spring semesters of the 2022 - 2023 CKI administrative year.

Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

School: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_ Expected Graduation (month/year): \_\_\_\_\_

CKI and Kiwanis Family Experience: \_\_\_\_\_

---

I certify the above information is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President's Signature

\_\_\_\_\_  
Date

# DECLARATION OF CANDIDACY

**----- PLEASE BE AWARE -----**

All candidates for District Office must submit a Declaration of Candidacy, Current Proof of Enrollment, and Signed Schedule by **February 22, 2022 at 11:59 PM** to:  
District Governor Alyssa Joyce at [alyssajoyce.cki@gmail.com](mailto:alyssajoyce.cki@gmail.com)

All candidates for District Office must submit their optional Campaign Literature by **February 28, 2022 at 11:59 PM** to:  
District Governor Alyssa Joyce at [alyssajoyce.cki@gmail.com](mailto:alyssajoyce.cki@gmail.com) and  
District Administrator Mike Olivo at [michaelolivo.cki@gmail.com](mailto:michaelolivo.cki@gmail.com)

Campaign literature WILL NOT be allowed to be passed out during caucusing sessions. They will be distributed within convention packets at registration and available on the website. Failure to submit literature by **February 28, 2022 at 11:59 PM** will result in the candidate's ineligibility to utilize literature in their campaign.

Service Agreements are due before the Candidates' Meeting at the District Convention on **March 4th, 2022 at 7:00 PM**.

# SCHEDULE FOR THE 2022-2023 BOARD OF TRUSTEES

**Attendance at the following Events is mandatory, unless otherwise noted:**

March 6th, 2022 (After DCON)	Board Development Training/ 1st Unofficial District Board Meeting*	Rutgers Inn and Conference
April 8th-10th, 2022	Key Club District Convention (Governor Only)	TBD
April 7th-10th, 2022	Governors & Administrators Training Conference (Governor Only)	TBD
April 2022	Club Officer Training Conference (COTC)*	TBD
May 2022	Board Development Weekend/ 2nd Official District Board Meeting	TBD
July 24th-27th, 2022	Circle K International Convention*	Austin, Texas
August 2022	Kiwanis Family Picnic	TBD
Summer 2022	3rd Official District Board Meeting	TBD
August 2022	Kiwanis District Convention (Governor only)	TBD
October 2022	Club Rally	TBD
Fall 2022	4th Official District Board Meeting	TBD
November 4th-6th, 2022	Insight Camping Retreat	Baptist Camp Lebanon
Winter 2021	5th Official District Board Meeting	TBD
January/February 2022	Winter Social	TBD
February 2022	6th Official District Board Meeting	TBD
March 2023	59th Annual District Convention	TBD
March 2022	District Large Scale Service Project	TBD

# SCHEDULE FOR THE 2022-2023 BOARD OF TRUSTEES

**----- PLEASE NOTE -----**

**\*Optional, but Recommended**

**----- PLEASE BE AWARE -----**

**You must attend the First Unofficial Board Meeting on Sunday, March 6th, 2022 (immediately following DCON), COTC, and the first official board meeting. These dates and the dates for subsequent board meetings will be agreed upon by the board members at the unofficial board meeting.**

**You must be able to attend all events – whether virtual or in person.**

**If you are aware of a conflict with a date at this point, talk to Governor Alyssa Joyce.**

---

I have read these dates over and agree to attend the mandatory dates. I understand that if I do not attend that I can be removed from my position if elected.  
(Please sign where indicated)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Official Use:**

\_\_\_\_\_  
Signed by District Governor

\_\_\_\_\_  
Date

# SAMPLE CAUCUS QUESTIONS

1. Why did you join Circle K?
2. What does Circle K mean to you?
3. How has Circle K benefited from your involvement?
4. What does commitment mean to you?
5. What is your greatest strength? Weakness?
6. In what ways do you think that you can make a contribution to our organization?
7. Give three adjectives to describe yourself.
8. What has been your favorite experience in Circle K?
9. What is your favorite service project?
10. Describe your personal time management techniques. How successful are they?
11. Why are you seeking this office?
12. What have you done to improve your club this year?
13. Describe why you believe you are qualified for this office.
14. Describe the responsibilities of this office.
15. What other school activities are you involved in?
16. What is the Service Initiative?
17. Who is the most important person in Circle K?
18. What is Circle K International?
19. Who is the Circle K International President?
20. Who is New Jersey's International Representative?
21. What is the Circle K International motto?
22. Who originated the idea of Circle K? When?
23. How many members do you need to charter a club?
24. Name the Kiwanis Committee responsible for all Circle K activities.
25. When were females accepted as members of Circle K?
26. Who is this year's New Jersey District Governor? Last year's?
27. Name all the New Jersey District Divisions and their LTGS.
28. Name the schools in each division.
29. What is the name of the New Jersey District publication?
30. What do you see as the main priorities of the District Board next year?
31. What qualities should a successful officer possess?
32. What are your long and short-range goals and objectives?
33. How do you plan to achieve your goals?
34. What accomplishments have given you the most satisfaction?
35. Do you have a job? Will you be able to take time off to travel?
36. How many newsletters do you plan to publish this year?
37. When do you plan to graduate?
38. How well do you work under pressure?
39. How will you be able to manage both school and Circle K activities?
40. What is the vision of Circle K International and why is it important?
41. If someone who knew nothing about CKI asked you what it is, how would you respond?
42. What is your past leadership experience? How can this help you?
43. When are District and International dues due?
44. How would a friend describe you?
45. What is the CKI pledge?

# HELPFUL HINTS TO SUCCESS

- ★ Review all sample caucus questions.
- ★ Strategize an effective, well-detailed plan of what you would like to do if elected in your chosen position.
- ★ Think: what legacy would you like to leave behind?
- ★ Talk to current and past board members and rely on them if you have any questions, concerns, or just need some advice.
- ★ Research CKI information via [circlek.org](http://circlek.org) and [njcirclek.org](http://njcirclek.org).