



2010-2011 Capital District CKI Candidacy Packet

Position Summaries

Officer Service Agreements

Declaration of Candidacy

Application for Committee Chair Positions

Committee Chair Service Agreements

Expectations of the CKI District Board

Capital District of CKI Position Summaries

Elected Positions:

Governor: The governor is in charge of making sure all operations of the board are taken care of in a timely and professional manner. He/she assists the Lt. Governors in counseling the clubs of their divisions as well as helping with the chartering process. He/she also insures leadership training for all officers throughout the district. He/she is 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.

Secretary-Treasurer: The secretary-treasurer is responsible for all official records, correspondence, and minutes of the District Board. He/she works closely with the club secretaries in filling out reports. He/she is also responsible for preparing the operating budget and keeping all appropriate records. He/she works closely with club treasurers in collecting dues, making budgets and filling out reports. A more complete description is included in the service agreement. The secretary-treasurer is elected each year by the House of Delegates at the district convention.

Editor: The Editor is responsible for the printing and publication of the *Capital Courier* and collecting names and addresses of officers and members of each club. The editor shall send copies of the publication to the members of all clubs in good standing, the members of the district board, the District Administrators, the International Trustee, Kiwanis and Key Club Staff, and others as deemed appropriate. They are charged with finding a printing location approved by the administrative team.

Lt. Governors: Lt. Governors are responsible for counseling all the clubs within their division, as well as working closely with Kiwanians in chartering new clubs at other schools. He/she also assists the governor in his responsibilities. He/she is in charge of their fall and spring divisional rallies as well as completing all District Committee work in a timely manner. A more complete description is included in the service agreement.

Appointed Positions:

An application has been enclosed for all appointed positions. These applications are normally due a few weeks after convention. The newly elected governor is responsible for appointing these positions pending board approval, and may extend the deadline even further. Each year the governor develops a set of directives/goals for these positions.

Service Chair: Responsibilities include researching and implementing the district and international service initiative, seeking service opportunities throughout the district, coordinating district service events, and acting as a liaison between the committee and district board.

Membership Development and Education Chair: Responsibilities include educating Circle K members about membership benefits and resources, aiding in the growth of district membership, researching and promoting membership resources, assisting clubs with membership recruitment, and acting as a liaison between the committee and district board.

Kiwanis Family and Sister District Chair: Responsibilities include educating members of other Kiwanis family branches, assisting the governor and acting as a liaison between the committee and district board.

Technology Chair: Responsibilities include maintaining an up-to-date district web site, promoting district events and programs, collecting member resources and providing technical support to the district.

Club Building and Revitalization Chair: Responsibilities include chartering new clubs in the Capital District that have potential to sustain Circle K Clubs and helping lieutenant governors bring past-due, suspended, and retained clubs back to charter strength.

Conferences and Convention Chair: Responsible for helping plan and execute the official district events, including the annual District Convention, Fall Training Rally and Spring Officer Training Conference.

Laws, Regulations, and Awards Chair: Responsibilities include awards judging and improving the district awards programs, updating and proposing amendments to the district bylaws and policy code, assisting District Secretary-Treasurer in the drafting of resolutions for the House of Delegates, and advising the district board on current district policy.

For any more information please contact Jeffrey Wolff, District Administrator at (703) 615-4477 / administrator@cdcki.org or any current board member.

CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR THE OFFICE OF GOVERNOR

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board; this should not limit your work.**

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

1. Attend the District Officer Training Conference following the convention at which he/she is elected.
2. Attend the Governor and Administrator Training Conference held sometime after the convention at which he/she is elected.
3. Attend the Capital District Circle K Convention, the Circle K International Convention, the Kiwanis District Convention, the Key Club District Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
4. Attend and actively participate in the Fall Training Rally as well as the Spring Officer Training Conference.
5. Preside at the annual Capital District Convention and all meetings of the Board of Officers, and serve as a non-voting ex-officio member on all District Committees.
6. Work with the Circle K District Administrator and Lt. Governors on building new clubs and rebuilding inactive clubs.
7. Work to increase the quality and number of service projects and the membership of the District.
8. Work with the District Secretary/Treasurer and Administrator in preparing the annual budget and the District Convention Budget.
9. Structure Committees, assign Committee Chairpersons, and supervise all Capital District Board Committee activities.
10. Make as many club visitations and Divisional meetings as possible, but no less than one (1) visit to each Division.
11. Be responsible for the leadership training of all club officers.
12. Insure that other District Officers are satisfactorily performing their assigned duties with emphasis on reporting, record keeping, and accounting of funds.
13. Communicate with the Board of Officers, the counseling International Officer, and the Circle K International Director to keep them fully informed of District activities.
14. Insure that plans for the District Convention are performed and executed.
15. Submit a monthly report as directed by Circle K International.
16. Work closely with the Circle K District Administrator and his/her appointed representatives, the Key Club District Governor, the Kiwanis District Governor and their appointed representatives.
17. Maintain a set of files on past District activities which will be passed on to the next administration.
18. Brief the incoming Governor on the duties of the office.
19. Publish a monthly newsletter or memo to the District Board of Officers, Club Presidents, and all others that he/she deems appropriate on the state of the District, important plans, and other pertinent information.
20. Organize the Spring Officer Training Conference for the new administration. This shall include preparing the agenda, assigning workshop leaders, and setting the times, dates, and conferences to be presented at District Convention.

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: _____

DATE: _____

This agreement has also been reviewed and is understood by the following:

SIGNED: _____

DATE: _____

District Administrator

**CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR THE OFFICE OF
SECRETARY/TREASURER**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board, and this should not limit your work.**

The Secretary/Treasurer agrees to do the following during his/her term in office:

1. Attend the District Officer Training Conference following the convention at which he/she is elected.
2. Attend the International Convention during his/her term in office.
3. Attend the Capital District Convention at the end of his/her term in office.
4. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
5. Attend and actively participate in the Spring Officer Training Conference
6. Attend and actively participate in the Fall Training Rally.
7. Be responsible for the maintenance of the District Bylaws and this Policy Code and shall keep the District Board and the clubs informed of any approved Bylaws amendments and of amendments to this Policy Code.
8. Send to the District Governor, District Administrator, and International Counselor copies of all correspondence sent out.
9. Keep all records of the District Convention and the minutes of the Board of Officers' meetings.
10. Within thirty (30) days after meetings of the Board of Officers and the District Convention (to be performed by the outgoing Secretary) distribute copies of the proceedings and/or minutes of meetings to the people listed in the Capital District Policy Code.
11. Issue all calls to official events, including conferences and District Convention, and meetings of the Board of Officers to all clubs and appropriate Kiwanis-Family officials as directed in the Capital District Policy Code.
12. Submit a written report reflecting the District income and expenditures and the dues status of member clubs at all Board meetings, unless otherwise directed.
13. Maintain effective communication between the District, clubs, and members.
14. Send appropriate materials (i.e. Monthly Report Forms, Board Minutes, etc.) to Club Presidents of newly chartered clubs as soon as possible after notification of charter from Circle K International.
15. Maintain accurate and complete files on District activities, transfer them to the incoming Secretary/Treasurer, and brief the incoming Secretary/Treasurer on the duties of the office.
16. Publish a minimum of five (5) newsletters or memos including a club monthly report tally and other information pertinent to Club Secretaries, informing clubs of payment of dues, fundraising ideas, financial matters, and membership growth programs.
17. Receive the appropriate copy of each club's monthly report, keep a scorecard, and advise each club on its status.
18. Solicit resolutions and proposed Bylaws amendments at least sixty (60) days prior to Convention from District members and give written notice to all chartered clubs of any resolutions or amendments at least thirty (30) days prior to Convention.
19. Keep all appropriate records of District finances.
20. Issue a call for District dues, advising all clubs where to send payments and membership forms.
21. Maintain a listing, by club, of all members in good standing of the Capital District of Circle K International.
22. Maintain a copy of the District accounts and books, which are at any time open to inspection.
23. Assist the Governor and District Administrator in preparing the annual District budget, the Convention budget, and any other necessary budgets.
24. Develop and promote programs for dues incentive and the Outreach program.
25. Assist the Governor with District functions as required and perform such other duties as may be authorized by the Governor and Board of Officers.

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

SIGNED: _____ DATE: _____

This agreement has also been reviewed and is understood by the following:

SIGNED: _____ DATE: _____

District Administrator

**CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR THE OFFICE OF
EDITOR**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board, and this should not limit your work.**

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

1. Attend the District Officer Training Conference following the convention at which he/she is elected.
2. Attend the International Convention during his/her term in office.
3. Attend the Capital District Convention at the end of his/her term in office.
4. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
5. Attend and actively participate in the Spring Officer Training Conference.
6. Attend and actively participate in the Fall Training Rally.
7. Publish the *Capital Courier*, using the following timetable: April/May, July/August, September/October, November/December, and late January.
8. Compile 2 editions (Summer and Fall) of the Capital District Directory and within two (2) weeks of the first Board meeting compile a temporary directory of addresses and phone numbers of the newly elected members of the Board of Officers.
9. Maintain proper files, transfer them to the new Editor, and brief the new Editor on the duties of the office.
10. Petition each club well before each of the five (5) publication deadlines to insure each club a place in the newsletter.
11. Distribute to all clubs sufficient copies of the *Capital Courier* for their members as determined by the District dues roster.
12. Submit, on a regular basis, articles to the *Capital Builder*, the official publication of the Capital District Kiwanis, and the *Capital Key*, the official publication of the Capital District Key Clubs.
13. Distribute to each member of the Capital District Alumni Association a copy of the *Capital Courier* under the guidelines listed in the Capital District Policy Code.
14. Be familiar with and abide by the Capital District Policy Code, and Bylaws, and the International Policy Code and Bylaws.
15. Assist the Governor with District functions as required and perform other duties as authorized by the Governor or Board of Officers.

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: _____

DATE: _____

This agreement has also been reviewed and is understood by the following:

SIGNED: _____

DATE: _____

District Administrator

**CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR THE OFFICE OF
LIEUTENANT GOVERNOR**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board, and this should not limit your work.**

Each Lieutenant Governor agrees to do the following during their term in office:

1. Attend the District Officer Training Conference following the convention at which he/she is elected.
2. Attend the International Convention during his/her term in office.
3. Attend the Capital District Convention at the end of his/her term in office.
4. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
5. Attend and actively participate in at least one Spring Officer Training Conference.
6. Attend and actively participate in the Fall Training Rally.
7. Be familiar with and abide by the Capital District Policy Code, the Capital District Bylaws, and the International Bylaws.
8. Send to the District Governor, District Administrator, and International Counselor copies of all correspondence sent out.
9. Make at least three (3) official visits to each club within the Division.
10. Compile and maintain a complete list of club officers' names, addresses, and phone numbers, and submit them to the Governor and Editor as called upon.
11. Submit a monthly report by the tenth day of each month to the Governor, Secretary/Treasurer, District Administrator, Zone Administrator, and International Counselor and at other times as directed by the Governor or District Administrator.
12. Assist in the collection of District and International dues and monthly report forms as indicated by the Capital District Policy Code.
13. Establish communications with Kiwanis and Key Club District Officers within the Division through introductory letters and continuous contact.
14. Attempt to reactivate, with the help of Kiwanis and/or other Circle K club(s), any inactive clubs in the Division.
15. Build as many new clubs as possible, with the assistance of Kiwanis and/or other Circle K club(s), and shall maintain a current listing of new club possibilities.
16. Promote inter-club meetings within the Division.
17. Hold a minimum of three (3) Divisional events such as Presidents' Council meetings, a Divisional dinner, and other divisional events as appropriate.
18. Assist the Circle K club presidents when requested and keep them informed of all District and International functions.
19. Be responsible for the growth of membership, service, projects and Circle K education within the Division.
20. Prepare material from the division for the *Capital Courier*.
21. Publish a minimum of five (5) newsletters or memos to be distributed to all members in good standing in all clubs throughout the division, the District Board of Officers, and all others as deemed appropriate.
22. Maintain proper files, transfer them to the new Lieutenant Governor, and brief the new Lieutenant Governor on the duties of the office.
23. Assist the Governor with District functions as required and perform other duties as may be authorized by the Governor or the Board of Officers.

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

SIGNED: _____

DATE: _____

This agreement has also been reviewed and is understood by the following:

SIGNED: _____

DATE: _____

District Administrator

**CAPITAL DISTRICT OF CKI
DECLARATION OF CANDIDACY**

Having read the qualifications and duties of the office as stated in the Bylaws of the Capital District of CKI, I declare myself a candidate for the office of _____.

Furthermore, I do hereby certify that I am a member in good standing of a CKI club of the Capital District and I will be enrolled as at least a half-time student for the Fall and Spring semesters of the 2009-2010 CKI administrative year. I have enclosed with this declaration:

- Enrollment verification for Spring 2010 and Fall 2010 (if possible) from College/University
- A listing of official classes for the Fall Semester 2010 from College/University
- A signed service agreement

I also understand that I am required to be present at all called meetings of the District Board of Officers and other official events of the district.

Name (print) _____

School Address _____

City _____ State _____ Zip _____

Phone () _____ E-mail _____

Summer/Home Address _____

City _____ State _____ Zip _____

Phone () _____ E-mail _____

Year in School _____

Major _____ Minor _____

Expected Graduation (month/year) _____

Past CKI or Key Club Experience _____

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

Signature _____ Date _____

Advisor Signature _____ Date _____

For office use only

Received: _____ Dues Paid: _____ Club Status: _____ Enrollment Verification: _____

Administrator's Signature _____ Date: _____

ALL CANDIDATES FOR DISTRICT AND INTERNATIONAL OFFICE MUST SUBMIT A DECLARATION

CAPITAL DISTRICT OF CKI

Application for appointed Chair positions: Service, Membership Development & Education, Kiwanis Family & Sister District, Technology, Club Building & Revitalization, Conferences & Convention, Laws, Regulations & Awards.

Please fill out the application below and answer the following questions on a separate sheet of paper. Include with your application: a signed service agreement, letter of recommendation from Club President, Kiwanis or Faculty Advisor as well as enrollment verification for the upcoming term from your school.

Name (type or print) _____ Position Seeking _____

School Address _____

City _____ State _____ Zip _____

Phone () _____ E-mail _____

Summer/Home Address _____

City _____ State _____ Zip _____

Phone () _____ E-mail _____

Year in School _____

Major _____ Minor _____

Expected Graduation (month/year) _____

Respond on a separate sheet of paper:

1. What CKI experience do you have? Specifically, have you held any officer or chair positions; attended any division, district or international events; what service projects have you attended.
2. What experiences can you provide the district in the role you are seeking? Please answer for all positions for which you are applying.
3. What other commitments do you have in addition to CKI?

I certify that the above information is correct to the best of my knowledge, that I have thoroughly reviewed the requirements of the position for which I am applying, and that I understand that as a member of the Capital District CKI Board, I am required to attend all meetings of the District Board of Officers and other official events of the district as assigned.

Signature _____ Date _____

Kiwanis / Faculty Advisor Signature _____ Date _____

**Capital District Circle K Committee Chair Service Agreement
Convention & Conferences Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: June, International Convention (optional), Kiwanis Family Weekend, Fall Training Rally, November, Winter, and the board meetings before and after District Convention.
2. Work with the District Board of Officers in the planning of the Fall Training Rally, District Convention, and Spring Officer Training Conference.
3. Complete all assigned responsibilities for both the Fall Training Rally and Spring Officer Training Conference.
4. Aid in the planning, arranging, and preparation for the Convention.
5. Prepare and mail by November 30th prior to convention, a general mailing to all clubs concerning registration forms, awards criteria, tentative Convention schedule, certificate of election of delegates, petitions for District Office, information and application forms for district awards, and other forms deemed necessary by the Governor or Board of Officers
6. Send out a follow-up mailing or requests of the Governor or Board of Officers concerning the convention at least sixty (60) days prior to the Convention date.
7. Send out a third mailing, as appropriate, prior to the Convention.
8. Check with the hotel to see if posters, etc. are allowed on the hotel property. If they are, the permission to use such items shall be obtained in writing to prevent the District from taking false blame for irresponsible use. If it is not permissible, the Convention program should note this fact.
9. Write articles for the *Capital Courier* and provide items to distribute via district technology to promote the Convention.
10. Present reports to the district board as requested.
11. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
12. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
13. Set up a committee to carry out any and all activities required to successfully complete District Convention.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____

Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____

Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

**Capital District Circle K Committee Chair Service Agreement
Membership Development and Education Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: District Officer Training Conference (if necessary), June, International Convention (optional), Kiwanis Family Weekend, Fall Training Rally, Winter, and the board meetings before and after District Convention.
2. Be responsible for the development, evaluation, and promotion of programs to assist clubs in the implementation of membership education, development, recruitment, recognition, and retention programs.
3. Be responsible for maintaining a district membership orientation program and assist clubs in implementing membership induction ceremonies.
4. Promote any International and other CKI 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.
5. Promote the benefits of CKI membership.
6. Encourage inter-clubbing within the District.
7. Assist any club during its infancy and help 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.
8. 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.
9. Use the *Capital Courier* and district technology to promote membership development and education.
10. Present reports to the district board, as requested.
11. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
12. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
13. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____

Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____

Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

**Capital District Circle K Committee Chair Service Agreement
Kiwanis-Family and Sister District Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: District Officer Training Conference (if necessary), June, International Convention (optional), Kiwanis-Family Weekend, Fall Training Rally, Winter, and the board meetings before and after District Convention.
2. Promote interaction among clubs in the sister districts on the club, divisional, and district levels. Shall invite sister districts to official Capital District events and encourage District attendance at sister district events.
3. Plan, publicize, and implement at least one sister district event.
4. Maintain a Kiwanis-Family handbook.
5. Be responsible for strengthening Kiwanis-Family relations throughout the District by publicizing Kiwanis-Family events and implementing Kiwanis-Family programs including the Key to College program and KC².
6. Use the *Capital Courier* and district technology to promote sister district interaction as well as to strengthen Kiwanis-Family interaction.
7. Present reports to the district board, as requested.
8. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
9. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____

Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____

Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

**Capital District Circle K Committee Chair Service Agreement
Laws, Regulations, and Awards Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: District Officer Training Conference (if necessary), June, International Convention (optional), Kiwanis Family Weekend, Fall Training Rally, November, Winter, and the board meetings before and after District Convention.
2. Maintain this policy code as well as the District Bylaws in conformity with the Policy Code and Bylaws of Circle K International.
3. Make recommendations to the Board of Officers for proposed amendments to the District Bylaws to come before the House of Delegates as well as periodic updates to this Policy Code.
4. Be responsible for the interpretation of these bylaws for action by the Board of Officers and for all matters affecting Circle K on the District Level.
5. Review all club bylaws submitted for district approval, make revisions, and approve recommendations to the Board of Officers for action and approval. Shall then forward District-approved bylaws to the International Office for final approval by the International Board of Trustees.
6. Maintain District Awards and make any recommendations for changes to the Board of Officers.
7. Use the *Capital Courier* and district technology to notify clubs of any changes in the district policy code or to award guidelines.
8. Present reports to the district board, as requested.
9. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, District Administrator, and Assistant District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
10. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____

Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____

Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

**Capital District Circle K Committee Chair Service Agreement
Service Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: District Officer Training Conference (if necessary), June, International Convention (optional), Kiwanis Family Weekend, Fall Training Rally, Winter, and the board meetings before and after District Convention.
2. Promote and publicize the following themes and programs throughout the District: International Service Initiative, District Project, and Tomorrow Fund.
3. Maintain a service project handbook that provides suggested service projects to support the above District and International themes and programs.
4. 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.
5. Aid in the planning of service projects at District events, including Fall Training Rally, District Convention, and any other District events as directed by the Governor or Board of Officers.
6. Plan, publicize, and implement the service fair at District Convention.
7. Plan, publicize, and implement at least one district-wide event supporting the District Project.
8. Use the *Capital Courier* and district technology to promote service, the Service Initiative, and district projects.
9. Present reports to the district board, as requested.
10. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
11. Adhere to the timetable of guidelines set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
12. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

**Capital District Circle K Committee Chair Service Agreement
On To International Convention Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: June and International Convention.
2. Be responsible for publicizing the International Convention and solicit the District membership for possible district tour ideas; which shall be done through mailings and other forms of contact. Shall research all possible travel options for the International Convention Tour and present these options to the District Board at the board meeting held before District Convention.
3. Coordinate District spirit items, including a t-shirt, pin, stickers, etc. and distribute to other convention attendees.
4. Send a mailing to all clubs containing prices of transportation, information on the convention, and any other pertinent information immediately after the annual District Convention.
5. Gather a list of people interested in attending the convention, and these people should be kept informed on travel arrangements and costs and other District involvement regarding the convention.
6. Use the *Capital Courier* and district technology to promote the International Convention.
7. Present reports to the district board, as requested.
8. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be sent electronically to the individuals by the seventh (7th) day of each month.
9. Adhere to the timetable of directives set by the district board, policy code, and Circle K International, and perform any additional duties asked by the Governor or Board of Officers.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

**Capital District Circle K Committee Chair Service Agreement
Technology Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: June, International Convention (optional), Fall Training Rally, Winter, and the board meetings before and after District Convention.
2. Shall be responsible for updating the District web site.
3. Assist clubs in the creation and maintenance of their own web sites.
4. Maintain a list of active club web sites.
5. Use the *Capital Courier* and district technology to promote the district webpage and anything related to the webpage.
6. Present reports to the district board, as requested.
7. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
8. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____

Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____

Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

**Capital District Circle K Committee Chair Service Agreement
Laws, Regulations & Awards Committee**

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings: District Officer Training Conference (if necessary), June, International Convention (optional), Kiwanis Family Weekend, Fall Training Rally, Winter, and the board meetings before and after District Convention.
2. Target clubs in the District with potential to become Circle K clubs.
3. Assist clubs-in-formation with all aspects of the chartering process.
4. Assist lieutenant governors with all past due, retained, and suspended clubs in the District by working with the existing club structure to educate them on the importance of membership and recruiting members.
5. Use the *Capital Courier* and district technology to promote club building and revitalization.
6. Present reports to the district board, as requested.
7. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
8. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
9. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____

Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____

Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Counselor. Copies should also be retained for one's files.

CKI District Board Expectations

Each board member is expected to fulfill the duties listed in his/her Service Agreement. Additionally, each board member is **required** to be present at all called meetings of the District Board of Officers and other official events of the district. Below is a **tentative** calendar of events for the 2010-2011 administrative terms. Questions regarding the expectations and duties of a district board member can be directed to Jeffrey Wolff, Circle K District Administrator at jeffrey@wolff.net or (703) 615-4477.

2010-2011 CKI District Calendar

(dates and locations subject to change)

January 8-10, 2010	District Board Meeting	Fairfax, VA
January 22-24, 2010	Service Leadership Programs Conference (Administrator Only)	Denver, CO
February 26-28, 2010	CDCKI Convention & Kiwanis Midwinter	Arlington, VA
March 19-21, 2010	Key Club District Convention (2009-10 Officers Only)	Arlington, VA
March 27-28, 2010	Spring Officer Training Conference (2009-10 Officers Only)	TBD
April 8-11, 2010	Governor & Administrator Training Conference (2010-11 Governor & Administrator Only)	St. Louis, MO
April 16-18, 2010	District Officer Training Conference (2010-11 Officers Only)	Fairfax, VA
June 5, 2010	District Leadership Conference (Governor & Administrator Only)	Fredericksburg, VA
August 4-7, 2010	Circle K International Convention District Board Meeting	St. Louis, MO
August 20-22, 2010	Kiwanis District Convention (DG, DS/T & DA; others as schedule permits)	Lynchburg, VA
September 10-12, 2010	Kiwanis Family Weekend District Board Meeting	Front Royal, VA
October 15-16, 2010	Fall Training Rally	Front Royal, VA
November 12-14, 2010	District Board Meeting/ District Convention Planning	Arlington, VA
January 7-9, 2011	District Board Meeting/ Awards Judging	Fairfax, VA
February 18-20, 2011	CKI District Convention Pre/Post Convention Board Meetings	Arlington, VA
March 26-27, 2011	Spring Officer Training Conference (2010-11 Officers Only)	TBD