



2022-2023

Capital District CKI

District Officer Candidate Packet

District Officer Position Summaries
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Declaration of Candidacy
Candidacy Logistics

CKI District Board Expectations and Calendar (tentative)

District Officer Position Summaries

The following are descriptions of elected positions on the District Board at District Convention.

Governor: The Governor is responsible for oversight of all operations on the board and encourages completion in a timely and professional manner. He/She assists the Lt. Governors in supporting their respective divisions, with respect to both chartering new clubs and supporting existing clubs. He/She also ensures leadership training for all of the officers within the district. He/She is the main point of contact with other members of the Kiwanis Family, specifically the Kiwanis Governor and the Key Club Governor. A more complete description is included in the service agreement. The Governor is elected each year by the House of Delegates at District Convention.

Secretary-Treasurer: The Secretary-Treasurer is responsible for all official records, correspondence, and minutes for the District Board. He/She works closely with the club secretaries in filling out reports and collecting names and addresses of officers and members of each club. He/She is also responsible for preparing and updating the operating budget. He/She works closely with the 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 District Convention.

Communications Officer: The Communications Officer (former “Editor”) oversees all media in the district. They maintain and update all social media accounts, the District website, and email lists. The Communications Officer will create promotional materials for all District events and other District initiatives. A more complete description is included in the service agreement. The Communications Officer is elected each year by the House of Delegates at District Convention.

Lt. Governors: Lt. Governors shall serve as resources to all club officers in their division with special focus on recruitment, training, and achieving club goals, as well as working closely with local Kiwanians to charter new clubs. He/She also assists the Governor in his/her responsibilities. He/She will assist with programming and workshops at spring and fall District events, as well as completing all work with any assigned District Committees in a timely manner. A more complete description is included in the service agreement. The Lt. Governors are elected each year by the House of Delegates at District Convention. 5 Lt. Governors will be elected. Please see below for the 2022-2023 Division Breakdown:

Northeast Division	Northwest Division	West Division
Johns Hopkins University Towson University University of Delaware University of Maryland, Baltimore County Bowie University	Potomac State College West Virginia University Shenandoah University Hood College	Virginia Tech Radford University of Virginia University of Virginia at Wise



Metro Division	South Division	
American University George Washington University George Mason University University of Maryland, College Park	Christopher Newport University College of William and Mary Randolph-Macon College Virginia Commonwealth University Virginia State University University of Mary Washington	

Appointed District Chairperson Position Summaries

The following are descriptions of the *tentative* committee chair positions on the District Board. Applications will be made available after the District Convention, and the District Governor will collaborate with chairs to develop specific directives upon appointment. District Chairpersons may also hold club officer positions.

Club Building and Revitalization (CBR) Chairperson: The Club Building and Revitalization Chair is responsible for coordinating with the Lieutenant Governors to charter new clubs and bring inactive or suspended clubs back to charter strength. This will be done through creating and updating resources, communicating with club members, and any other necessary methods. This chair will serve as the liaison to the District Board to report on the activities of the committee. They will work with the District Governor to appoint necessary committee members, as well as complete any other assigned directives.

Conferences and Conventions Chairperson: The Conferences and Conventions Chair is responsible for planning and executing aspects of Fall Membership Rally and District Convention. This chair will coordinate with the District Administrator and District Board to organize workshops, entertainment, and other convention material. This chair will serve as the liaison to the District Board to report on the activities of the committee. They will work with the District Governor to appoint necessary committee members, as well as complete any other assigned directives. **The District Governor may choose to divide this position into two chairpersons for FMR and DCON.

Kiwanis Family Chairperson: The Kiwanis Family Chair is responsible for assisting in promoting Kiwanis Family Relations in the clubs of the Capital District by providing resources on the creation of K-Kids and Builder's Clubs. They will advertise Kiwanis Family Events on the District level. This chair will serve as the liaison to the District Board to report on the activities of the committee. They will work with the District Governor to appoint necessary committee members, as well as complete any other assigned directives.

Laws, Regulations, and Awards (LRA) Chairperson: The Laws, Regulations, and Awards Chair is responsible for managing and updating the District Awards, the District Bylaws, and the District Policy Code. This chair will work to make sure that the Policy Code and Bylaws are up to International standards and in turn create resources to ensure that club bylaws and policy codes are up to District standards. This chair will serve as the liaison to the District Board to report on the activities of the committee. They will work with the District Governor to appoint necessary committee members, as well as complete any other assigned directives.

Membership Development and Education (MDE) Chairperson: The Membership Development and Education Chair is responsible for creating educational resources on topics such as membership benefits, recruitment, retention, and any other topics that clubs require. This may be in the form of PowerPoints, handouts, etc. This chair will serve as the liaison to the District Board to report on the activities of the committee. They will work with the District Governor to appoint necessary committee members, as well as complete any other assigned directives.

Service Chairperson: The Service Chair is responsible for researching and implementing the International Service Initiative. This chair will also be responsible for the planning and execution of the District Large Scale Service Project. Also, they will provide service project ideas to clubs. This chair will serve as the liaison to the District Board to report on the activities of the



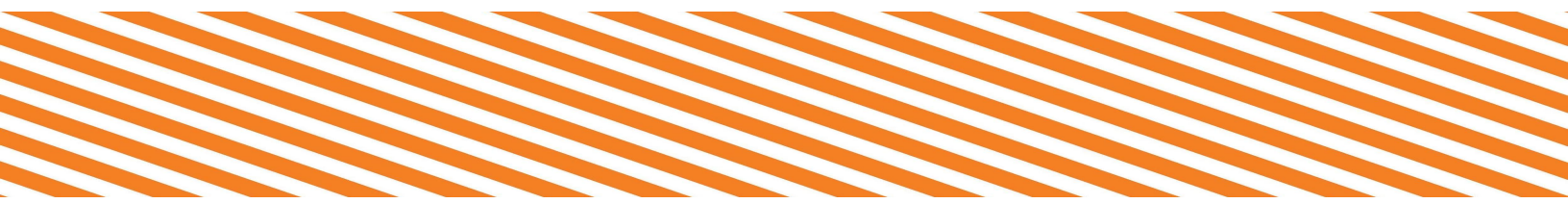
committee. They will work with the District Governor to appoint necessary committee members, as well as complete any other assigned directives.

Diversity, Equity, and Inclusion (DEI) Chairperson: The Diversity, Equity, and Inclusion Chair is responsible for creating educational materials and programs relating to DEI initiatives within CKI and the Kiwanis Family. This chair will serve as the liaison to the District Board to report on the activities of the committee. They will work with the District Governor to appoint necessary committee members, as well as complete any other assigned directives.

CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR 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:

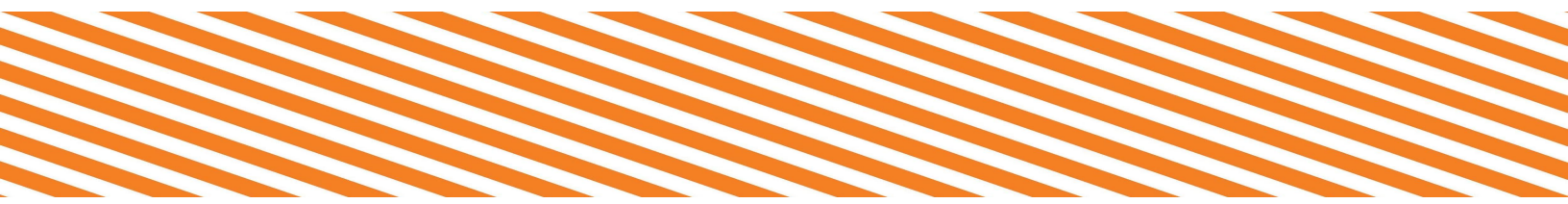
1. Attend the Spring Officer Training Conference following the convention at which he/she is elected.
 2. Attend and lead the District Officer Training Conference following the convention at which he/she is elected.
 3. Attend the Governor and Administrator Training Conference held after the convention at which he/she is elected.
 4. Attend the Capital District CKI 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.
 5. Attend and actively participate in the Fall Membership Rally as well as the Spring Officer Training Conference.
 6. 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.
 7. Ensure that plans for the District Convention are performed and executed.
 8. 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.
 9. Work closely with the CKI District Administrator and his/her appointed representatives, the Key Club District Governor, the Kiwanis District Governor and their appointed representatives.
 10. Serve as the main point of contact with other districts and with the Kiwanis Family.
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11. Work with the District Secretary/Treasurer and Administrator in preparing the annual budget and the District Convention Budget.
 12. Ensure that other District Officers are satisfactorily performing their assigned duties with emphasis on reporting, recordkeeping, and accounting of funds.
 13. Communicate with the Board of Officers, the counseling International Representative, and the Circle K International Director to keep them fully informed of District activities.
 14. Structure Committees, assign Committee Chairpersons, and supervise all Capital District Board Committee activities.
 15. Work with the CKI District Administrator and Lt. Governors on building new clubs and rebuilding inactive clubs.
 16. Work to increase the quality and number of service projects and the membership of the District.
 17. Be responsible for the leadership training of all club officers throughout the district.
 18. Make as many club visitations and Divisional meetings as possible, but no less than one (1) visit to each Division.
 19. Submit a monthly report as directed by Circle K International.
 20. Maintain a set of files on past District activities which will be passed on to the next administration.
 21. 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.
 22. Brief the incoming Governor on the duties of the office.

CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR 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; this should not limit your work.**

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

1. Attend the Spring Officer Training Conference following the convention at which he/she is elected.
 2. Attend the District Officer Training Conference following the convention at which he/she is elected.
 3. Attend the International Convention during his/her term in office.
 4. Attend the Capital District Convention at the end of his/her term in office.
 5. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
 6. Attend and actively participate in the Fall Membership Rally.
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7. Attend and actively participate in the Spring Officer Training Conference
8. 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.
9. Send to the District Governor, District Administrator, and International Representative copies of all correspondence sent out.
10. Keep all records of the District Convention and the minutes of the Board of Officers' meetings.
11. Within fourteen (14) 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.
12. 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.
13. Submit a written report reflecting the District income and expenditures and the dues status of member clubs at all Board meetings, unless otherwise directed.
14. Maintain effective communication among the District, clubs, and members.
15. 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.
16. Maintain accurate and complete files on District activities, transfer the files to the incoming Secretary/Treasurer, and brief the incoming Secretary/Treasurer on the duties of the office.
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. Be responsible for the promotion of District Awards.
21. Issue a call for District dues and work closely with club treasurers on collecting dues, making budgets, and filling out reports.
22. Work closely with club secretaries to maintain a listing of all members and their addresses, by club, in good standing with the Capital District of Circle K International.
23. Maintain a copy of the District accounts and books, which are at any time open to inspection.
24. Assist the Governor and District Administrator in preparing the annual District budget, the Convention budget, and any other necessary budgets.
25. Develop and promote programs for dues incentive and the Outreach program.
26. Assist the Governor with District functions as required and perform such other duties as may be authorized by the Governor and Board of Officers.

CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR OFFICE OF COMMUNICATIONS OFFICER

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 Communications Officer agrees to do the following during his/her term in office:

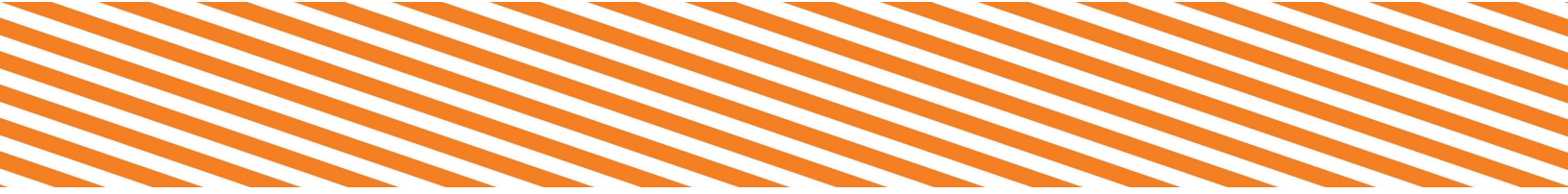
1. Attend the Spring Officer Training Conference following the convention at which he/she is elected.
2. Attend the District Officer Training Conference following the convention at which he/she is elected.
3. Attend the International Convention during his/her term in office.
4. Attend the Capital District Convention at the end of his/her term in office.
5. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
6. Attend and actively participate in the Spring Officer Training Conference.
7. Attend and actively participate in the Fall Membership Rally.
8. Maintain and update all district social media.
9. Maintain and update the district website.
10. Maintain proper files, transfer them to the new Communications Officer, and brief the new Communications Officer on the duties of the office.
11. Publish the Bi-Weekly Capital Chronicle
12. Create promotional materials for district events.
13. Be familiar with and abide by the Capital District Policy Code, and Bylaws, and the International Policy Code and Bylaws.
14. Assist the Governor with District functions as required and perform other duties as authorized by the Governor or Board of Officers.

CAPITAL DISTRICT OFFICER SERVICE AGREEMENT FOR OFFICE OF LT. 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 Spring Officer Training Conference following the convention at which he/she is elected.
2. Attend the District Officer Training Conference following the convention at which he/she is elected.
3. Attend the International Convention during his/her term in office.
4. Attend the Capital District Convention at the end of his/her term in office.
5. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
6. Attend and actively participate in the Spring Officer Training Conference.
7. Attend and actively participate in the Fall Membership Rally.
8. Be familiar with and abide by the Capital District Policy Code, the Capital District Bylaws, and the International Bylaws.
9. Send to the District Governor, District Administrator, and copies of all correspondence sent out.
10. Compile and maintain a complete list of club officers' names, addresses, and phone numbers, and submit them to the Governor and Secretary/Treasurer 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 Representative 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.
14. Attempt to reactivate, with the help of Kiwanis, the Club Building and Revitalization Chair, and the District Governor and/or other CKI club(s), any inactive clubs in the Division.
15. Build as many new clubs as possible, with the assistance of Kiwanis the Club Building and Revitalization Chair, and the District Governor and/or other CKI club(s), and shall maintain a current listing of new club possibilities.
16. Complete all work with District Committees in a timely manner.
17. Assist the CKI club presidents when requested especially in the capacity of recruitment, training, and club objectives.
18. Be responsible for the growth of membership, service, projects and CKI education within the Division.

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19. Maintain proper files, transfer them to the new Lieutenant Governor, and brief the new Lieutenant Governor on the duties of the office.
 20. Assist the Governor with District functions as required and perform other duties as may be authorized by the Governor or the Board of Officers.
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CAPITAL DISTRICT CIRCLE K INTERNATIONAL DECLARATION OF CANDIDACY

All candidates for District and International office must submit a Declaration at Convention

Having read the qualifications and duties of the office as stated in the Bylaws of the Capital District of Circle K International, 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 2022-2023 CKI administrative year. I have enclosed with this declaration:

1. Enrollment verification for Spring 2022 from College/University
2. 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.

Please print neatly the below information:

Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Summer/Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Year in School: _____ Major: _____

Expected Graduation (Month/Year): _____

Past CKI or Club Experience: _____

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

Signature: _____

Date: _____



For office use only:

Received: _____

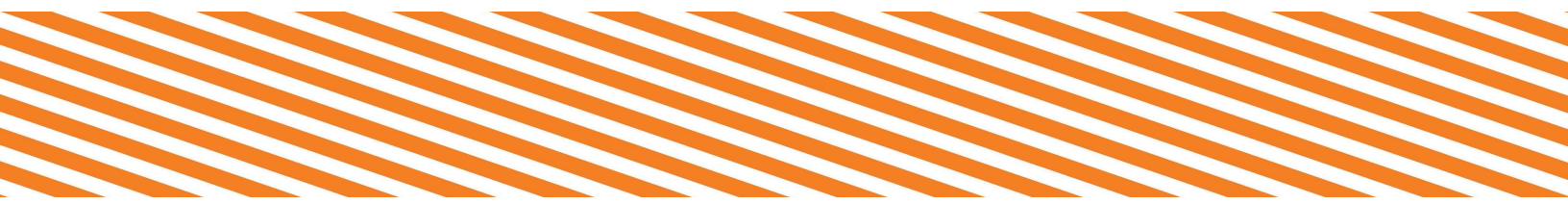
Dues Paid: _____

Club Status: _____

Enrollment Verification: _____

Administrator Signature: _____

Date: _____



CANDIDACY LOGISTICS

Deadlines:

March 4 – Signed Service Agreement, Declaration of Candidacy, and enrollment verification due at the Candidates Meeting at District Convention. These may also be scanned and sent to the District Administrator at administrator@cdcki.org prior to the convention.

District Convention Logistics:

All:

- Nominees for Governor, Secretary-Treasurer, Communications Officer, and Lieutenant Governor must be active members in good standing in a club of the District who, prior to election, have submitted written certification and enrollment verification to the District Administrator by the Candidates Meeting at District Convention. Lieutenant Governor candidates may only run for the position in the division of their home club. Those persons who do not submit the proper written certification by the established deadline will not be permitted to participate in divisional caucuses.
- All nominees must be present at the time of their nomination at Opening Session (Friday evening)
- Caucuses will be held Saturday, at which time candidates for the offices of Governor, Secretary-Treasurer, Communications Officer, Lt. Governor, and those seeking endorsement for International Office may be introduced, present their platforms, and answer questions.

Lieutenant Governor, Secretary-Treasurer, Communications Officer

- Nomination at Opening Session: Nominating speech of one minute, one minute for nominee's speech
- Caucuses: 3 minutes to be allocated (as desired by the candidate) between an introduction by a campaign staff member and/or candidate speech. 4 minutes for questions from members. Candidates may yield the remaining time from their 3 minute intro/speech to questions if they do not need the full 3 minutes. Total time in caucus room will be 7 minutes.
- House of Delegates: prior to election, candidate will have one minute to speak in order of nomination

Governor

- Nomination at Opening Session: Nominating speech of one minute, two minutes for nominee's speech
- Caucuses: 3 minutes to be allocated (as desired by the candidate) between an introduction by a campaign staff member and/or candidate speech. 4 minutes for questions from members. Candidates may yield the remaining time from their 3 minute intro/speech to questions if they do not need the full 3 minutes. Total time in the caucus room will be 7 minutes.
- House of Delegates: prior to election, each candidate will have two minutes to speak in the order of nomination. Each candidate, in succession, will be asked three predetermined questions that are not provided to the candidate in advance. Candidates will have one minute to answer each question.

International Endorsement:

- Nomination at Opening Session: Nominating speech of one minute, one minute for nominee's speech
- Caucuses: 3 minutes to be allocated (as desired by the candidate) between an introduction by a campaign staff member and/or candidate speech. 4 minutes for questions from members. Candidates may yield the remaining time from their 3 minute intro/speech to questions if they do not need the full 3 minutes. Total time in caucus room will be 7 minutes.
- House of Delegates: prior to vote, candidate will have one minute to speak in order of nomination

Campaigning Information

- Any candidate may not campaign until sixty (60) days prior to convention. This includes technology (text message, social media, email, etc.) and phone calls.
- The only people allowed to actively campaign for a candidate shall be current CKI members. No more than three members can serve on a candidate's campaign staff.
- No District Board member (past or present) may actively campaign for a district candidate other than themselves.
- No campaigning will be allowed between the hours of 1:00 am and 7:00 am during convention. This includes informal caucusing. Informal caucuses shall be defined as any discussion between a candidate and two or more CKI members except members of the campaign staff or the candidate's home club.
- Any candidate found in violation of this Campaigning Policy may be subjected to disqualification upon suggestion of the District Board as outlined in Appendix II of the Capital District Policy Code.

Questions? Comments? Need more information?

Please contact District Administrator Catie Dugan Vargas at administrator@cdcki.org for more information.

Best of Luck!

CAPITAL DISTRICT OFFICER SERVICE AGREEMENT

Please complete the form below and e-mail a signed copy to the District Administrator (administrator@cdcki.org) by 7:00 pm on Friday, March 4th.

This agreement has been entered into by the following:

Name: _____

Club: _____

In seeking the position of _____, of Capital District Circle K:

I hereby declare that I have read and understood the responsibilities of the above office as stated in the Policy Code and District Officer Service Agreement of the Capital District of Circle K International. If elected, I understand that I am under the obligation to fulfill the duties and obligations of the said office as stated in the Capital District Bylaws, Capital District Policy Code, the Bylaws of Circle K International, and those set forth by the presiding Governor and District Board of Officers of the Capital District.

I also understand that failure to perform these required duties can be just cause for my dismissal.

Signature _____ Date _____

Capital District 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 2022-2023 administrative term. Questions regarding the expectations and duties of a district board member can be directed to Catie Dugan Vargas, CKI District Administrator at administrator@cdcki.org or (757) 647-9942

*Please note, due to the ongoing Covid-19 pandemic, some of these events have not been fully planned, and they may shift to Virtual and/or have a change in dates.

2022-2023 CKI District Calendar (dates and locations subject to change)

<u>Date</u>	<u>Event</u>	<u>Location</u>
March 4-6, 2022	CKI District Convention	Williamsburg, VA
April 26, 2022	Spring Officer District Roundtable	Virtual
	<i>2021-22 board to lead SOTC, 2022-23 board should attend</i>	
April 7-9, 2022	Governor & Administrator Training Conference (Governor & Administrator Only)	Indianapolis, IN
June 17-19, 2022	District Officer Training Conference	Chantilly, VA
July 24-28, 2022	Circle K International Convention	Austin, TX
August 19-21, 2022	Kiwanis District Convention (Governor required, others as schedules permit and/or invited)	Baltimore, MD
September 16-18, 2022	District Board Meeting/Kiwanis Family Weekend	Front Royal, VA
October 2022 (TBD)	Fall Membership Rally	TBD
November 2022	District Board Meeting/DCON Planning	DC Metro Area
February 2023	District Board Meeting/DCON Prep and Awards	Hyatt Regency, Crystal City, VA
March 3-5, 2023	CKI District Convention	Hyatt Regency, Crystal City, VA
March 2023	Key Club District Convention (Required for Governor – optional for others)	Hyatt Regency, Crystal City, VA

March 2023

Spring Officer Training Conference
(Dates to be set by Board)

TBD