Committee Chair Application

HEY MIGHTY MICHIGAN KEY CLUBBERS!

Thank you for your interest in a committee chair position on the 2020-2021 district board. This position is going to require a lot of effort and dedication. However, in return you will make memories, friendships that will last for a lifetime, the ability to serve the district, and a humbling service-leadership role. The following positions are open to all non-senior high school students (including current club officers): **NEW CLUB BUILDING, KIWANIS FAMILY RELATIONS, MEMBERSHIP DEVELOPMENT, PROJECTS, and EVENTS.**

Holding a district board position offers you a fulfilling experience and an important role. In order for you to hold any one of these positions, you must be able to attend all district board meetings and events. These dates are found on the following pages, along with your duties. In addition, your duties do alter throughout the year, and the list given isn't fully extensive. Please note all applications are due **April 10, 2020**. No late applications will be considered. Email all applications to governor@mikeyclub.org. Fill out your application carefully and thoroughly. The appointing of chairs is an unbiased process. Unfortunately, not everyone that will apply will get a position. Despite the outcome, please continue to partake in Key Club. I genuinely appreciate everything you do for Key Club International. Thank you all for your interest, and if you have any questions, please text, call, or email me!

SINCERELY YOURS IN SERVICE,

ALEX HUGHES · 2020-2021 GOVERNOR

GOVERNOR@MIKEYCLUB.ORG · (269) 443-9557

Committee Chair Application

OVERVIEW OF BASIC DUTIES:

- **Turn in a completed Monthly Report Form by the 15th of every month.**
- **Adhere to your specific role as the chair and work on bettering the clubs that need aid that pertains to your role.**
- **Publish at least 4 newsletters during your term (audiences may be varied).**
- **Maintain constant communication with the District Board, whether that pertains to your committee or the entirety of the district board.**
- **Accomplish other goals set by your committee as a whole.**
- **Carry out communication, coordination, and monitoring tasks with clubs that relates to your respective position.**
- **Complete all tasks assigned by the District Governor as overseen by the District Administrator.**
- **Complete all individual directives assigned at the beginning of the year.**
- **Sell $100 in ads for SLC and raise $150 dollars for SLC service projects.**

THINGS NEEDED IN APPLICATION:

- **POSITION SOUGHT**
- **YOUR RESUME- This should include, but is not limited to, any awards you have received, activities you have been involved in along with positions held, any particular service projects you wish to commemorate, work experience, and contact information for you Kiwanis and Faculty advisor. Please insert dates for all events and activities.**
- **YOUR KEY CLUB HISTORY- This should include any general membership or offices held, as well as attendance at conventions, divisional events, district events, service projects.**
- **WHY DO YOU WANT TO BE A COMMITTEE CHAIR?- This should include a page about why you want to be a chair and what you will bring to the position sought. Please keep in mind this will help judge how well you can create proper materials that may be handed out to clubs as part of your chair position.**
- **YOUR COMPLETE CONTACT INFORMATION- This should include your name, home phone, cellphone, and email.**
- **SIGNATURE FORMS ON THE FOLLOWING PAGES**

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CANDIDATE PROFILE FORM

CANDIDATE NAME:_____

POSITION APPLYING FOR: _____

CANDIDATE SCHOOL: _____

FACULTY ADVISOR: _____

KIWANIS ADVISOR: _____

CANDIDATE'S PHONE #: _____

PARENT/GUARDIAN NAME(S): _____

PARENT/GUARDIAN PHONE #(S): _____

PARENT/GUARDIAN(S) EMAIL ADDRESS:

_____

_____

WOULD YOU ACCEPT ANOTHER POSITION IF THE BOARD

DEEMS IT APPROPRIATE? _____

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REQUIRED SIGNATURES FORM

I, the undersigned, do hereby signify that _____ is a qualified individual able to serve as _____ for the 2020-2021 service year. I have read the general service agreement for all district board members and well as the specific _____ service agreement and support the candidate's decision to apply for this office. I sign with confidence that this Key Clubber will be an exceptional asset to the district's leadership, and will abide by all district and international bylaws, and be a model member and leader of Key Club International.

SIGNED:

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian Printed Name

_____

Kiwanis Advisor _____ Date _____

Kiwanis Advisor Printed Name

_____

Faculty Advisor _____ Date _____

Faculty Advisor Printed Name

_____

School Principal _____ Date _____

School Principal Printed Name

_____

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CHAIR SERVICE AGREEMENT

If appointed a Chair on the Michigan District Board, I agree to:

- **Hold monthly (or more frequent) meetings with committee members and send updates/reports to District Governor, District Administrator, and Adult Administrative Team Committee Liaison to advise on activities of the committee. These meetings should be scheduled on the meeting calendar on google and held on the District online meeting site AnyMeeting.com.**
- **Stay updated on the status and health of the district.**
- **Evaluate the performance of committee members for progress reports prepared by the District Governor.**
- **Follow designated committee directives to best of your and your committee's abilities.**
- **Attend Service Leadership Conference during my term in office and international convention if financially possible.**
- **Understand the expectations that are upon my office, and fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s). Failure to comply may result in my immediate dismissal from the district board.**
- **Continue to be a member in good standing with 50 hours of service and my dues paid.**
- **Keep an open line of communication with the Key Club Governor, District Administrator, Adult Administrative Team Committee Liaison, and committee members.**
- **Understand, though my opinion is valued, I am not a voting member of the board.**
- **Contact your Immediate Past Chairperson within one month of acquiring my position, and do all that I can to continue their goals and understand their plans for the position.**
- **Go above and beyond these outlined duties and make the most of my term in office and all I have to offer the Michigan District and the entire Key Club International organization.**

Candidate: _____ Date: _____

Legal Guardian: _____ Date: _____

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GENERAL SERVICE AGREEMENT

If appointed to any position on the Michigan District Board, I agree to:

- **Do all that I can to strengthen and build new Key Clubs in the Michigan District. Study and follow the Key Club Guidebook (Bylaws), the Michigan District Bylaws, and the Michigan District Policies and Procedures to further my knowledge of the organization.**
- **Act in accordance with the provisions of the Key Club and Michigan District Code of Conduct set forth by Key Club International and the Michigan District.**
- **Promote all international programs such as service partners, Key Club Week, and Service Initiatives.**
- **Maintain quality schoolwork so that permission may be possibly be secured by parents/guardians and school officials of occasional absences related to Key Club business.**
- **Be ready to make occasional appearances within the limits set by the District Administrator, and have several good, well-developed, and informative speeches prepared.**
- **Attend Service Leadership Conference during my term of office and the Key Club International Convention (if financially possible).**
- **Attend every district board meeting and Fall Rally, unless the District Governor and Administrator excuse me. If I am unable to attend a scheduled meeting of the district board, I must let the District Governor and Administrator know at least two (2) weeks in advance of the meeting taking place.**
- **Come the night before Fall Rally, if available, to help get things set up for the event.**
- **Understand the expectations that upon my office, and work to fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s).**
- **Continue to be a member in good standing of my Key Club by paying my dues and maintaining fifty (50) hours of service.**
- **Keep an open line of communication with the District Governor and Administrator.**
- **Be computer literate and have access to a computer to assist me in my work and receive emails from club officers, club members, Faculty and Kiwanis Advisors, and district board members or administrators. I will send replies to questions and requests within forty-eight (48) hours from when the email is sent.Remain at the board meeting site unless prior permission from my parent/guardian has been granted and I am in a group of four (4) or more.**

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- **Endeavor to sell $100 in ads for the Service Leadership Conference, and I acknowledge I will be responsible for the difference sold if it is less than $100 to be applied towards my Service Leadership Conference registration fee.**
- **Endeavor to raise $150 for the main service project at Service Leadership Conference, and I acknowledge I will be responsible for the difference collected if it is less than $150 towards my Service Leadership Conference Registration fee.**
- **Understand that most financial items can be taken care of by the District with the request by the district board member to the District Treasurer, with the approval of the District Administrator or designee, with the Michigan District budget in mind. If failure to take part in the proper process occurs, I understand that any spending not approved will come out of my pocket. I will submit expense reimbursements to the District Treasurer and Administrator or designee within thirty (30) days of incurring the expense.**
- **Go above and beyond the outlined duties and make the most of my term in office and all I have to offer the Michigan District, and the entire Key Club International organization.**

My parent/legal guardian and I both understand that the general service agreement covers all positions and we will now read and understand the position specific service agreement for my desired position. We also understand that failure to complete the requirements of the general service and position specific service agreement can result in disciplinary action, up to dismissal from my position on the district board.

Candidate _____ **Date** _____

Candidate Name Printed _____

Parent/Legal Guardian _____ **Date** _____

Parent/Legal Guardian Name Printed _____

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2020 – 2021 Tentative District Board Meeting Dates

The following are dates for District Board meetings and other activities for the 2020-2021 service year. Please make sure you review these dates with your parents to make sure you will be able to attend dates you are required to attend board meetings and other activities. These dates may change based on meeting space availability.

April 24 - 26	Key Leader	Grass Lake, MI
*May 8 – 10	Spring Board Meeting	Jackson, MI
July 1 – 5	Int'l Convention	San Francisco, CA
*August 7 - 9	Summer Board Meeting	TBD
August 20 - 23	Kiwanis District Convention	Flint, MI
*October 23 - 25	Fall Board Meeting	TBD
*November 14	Fall Rally	TBD
*January 8 – 10	Winter Board Meeting	Kalamazoo, MI
*TBD	Service Leadership Conference	Dearborn, MI

***DENOTES MEETINGS WHICH REQUIRE MANDATORY ATTENDANCE BY ALL DISTRICT BOARD MEMBERS. EXCUSED ABSENCES WILL BE CONSIDERED ON A CASE BY CASE BASIS. MULTIPLE REQUESTS FOR EXCUSED ABSENCES CAN RESULT IN DISMISSAL FROM THE BOARD.**

Dates in bold are confirmed dates for the year.