



2010-2011 KIWIN'S Application for Appointed Positions Part 1

Dear Applicant,

Welcome to what promises to be an amazing new year of KIWIN'S. As we enter our ninth year as a District of Key Club International, we need a strong set of leaders to head our major committees as well as represent this great District. To ensure that the most qualified individuals head these committees, the District Governor will select the appointed positions with the approval of the District Board.

The Appointed Positions for 2010-2011 will consist of a **Convention Chair, Membership Development and Education Chair, and Awards Chair**. As a member of the District Board, Appointed Positions are **required** to attend 4 board meetings a year: May Board (May 28th - 30th), Summer Board (August 6th - 8th), Winter Board (January 7th - 9th), and Convention 2011 (March 31st - April 3rd). Any good-standing KIWIN'S member who will not be graduating in the year 2010 may apply. A majority of the selection process will be based on how you reflect yourself on this application. Each candidate will be required to submit references and letters of recommendation. Your application should show not only your qualifications and commitment, but also some of your own ideas, originality, and qualities that you can bring to this organization. Please feel free to attach any extra sheets or examples to enhance your application.

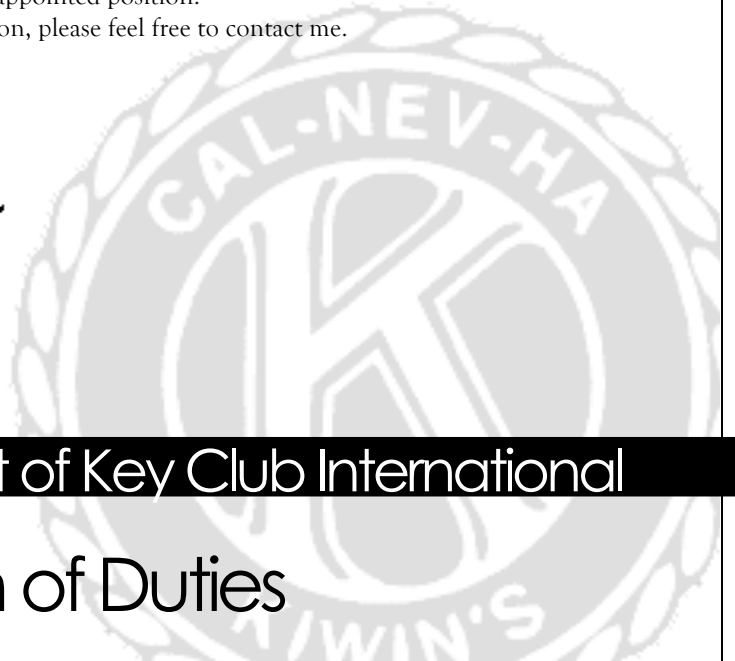
I strongly encourage you to apply even if you do not have that much KIWIN'S experience. It is your drive, willpower, spirit, and attitude that can truly make a difference. If you are part of the graduating class of 2011 or 2012 and are hesitant of applying because you may not have quite as much experience, I still advise you to apply because an appointed position may be the stepping stones to a higher position in the future. You have nothing to lose and everything to gain. What you will gain from the experience on District Board is incomparable to anything else you will do in high school. It is a rewarding experience that will impact your life whether through the new friends you make or the new lessons you will learn: you will find yourself as a different person at the end of the year. It truly is a unique opportunity and I invite all of you to take advantage of it by applying for an appointed position.

If you have any questions or need additional information, please feel free to contact me.

With Tremendous Enthusiasm,

A handwritten signature in cursive script that reads "Mary Nguyen".

Mary Nguyen
2009-2010 Cal-Nev-Ha KIWIN'S District Governor



Convention Chair:

- ★ Head organizer for the end of the year convention. (2011 Convention will be in San Ramon).
- ★ Oversees all Convention Committees.
- ★ Communicates regularly with District Board of Trustees and DCON Advisor to make sure all duties are completed.
- ★ Host Convention meetings and discuss convention planning.
- ★ Works with the Governor to insure that Lieutenant Governor assignments are completed on schedule.
- ★ Must be willing to give up many hours in order to plan and organize convention details.
- ★ Involves extremely well organization skills, patience, creativity and a strong sense of responsibility.
- ★ Makes sure all nitty-gritty details are coordinated; Keynote speaker, decorations, sound, audio, equipment, etc.
- ★ Planning experience will be valuable.
- ★ Responsible for the promotion and publicity of Convention.
- ★ Must inform clubs of all Convention festivities.
- ★ Must be comfortable speaking in front of a large crowd.
- ★ Knowledge of all District By-laws and policies.

Membership Development and Education/Special Projects Chair:

- ★ Works in conjunction with Lieutenant Governors to establish new KIWIN'S Clubs and revitalize clubs considered not in good standing.
- ★ Educate the board and clubs on running effective membership drives in order to promote growth.
- ★ Responsible for updating KIWIN'S District information for distribution.
- ★ Must be willing to attend K- Family events, especially Kiwanis Events to help promote the growth of the District.
- ★ Responsible for directing major project for the entire District.
- ★ Coordinates a rally/fundraiser to promote District unity and spirit (Fall Rally North and South).
- ★ Requires good planning, organizational, and communication skills as well as innovative ideas.
- ★ Promotes District Major Emphases Projects (Project BEHOLD and Pediatric Trauma Prevention PTP).
- ★ Develops other special projects and fundraisers for convention, governor's project, and Total K-Day
- ★ Knowledgeable of K-Family members and able to provide KIWIN'S with information about the transition into KCI.
- ★ Encourages communication and interaction between all members of K-Family through various activities and projects.
- ★ Knowledge of all District By-laws and policies.

Awards Chair:

- ★ He/she will chair the Awards Committee, and oversee the planning of all Awards functions
- ★ Major duty is the planning Awards Prejudging in March 2011
- ★ Revise the entire Awards Manual, making changes as necessary
- ★ Responsible for ordering all trophies, plaques, and certificates, and organizing them at District Convention

Cal-Nev-Ha KIWIN'S District of Key Club International

2010-2011 Cal-Nev-Ha KIWIN'S



Appointed Board Application Part 1

Please use separate application if applying for more than one position.

Having read the description of the duties for the various appointed positions, please number one through three, one being your priority to which you would like to be.

- Convention Chair
 Membership Development and Education/Special Projects Chair
 Awards Chair

1) Name		2) Grade	3) Birthday	
3) Address		4) City		5) State
6) Zip		7) Telephone		8) E-mail Address
9) Fax		10) Cell phone		
11) KIWIN'S Club	12) Division		13) Years in KIWIN'S	14) Do you drive? qYes q No

Please answer the following questions. If you run out of room to write, feel free to attach extra sheets of paper. Attach any supplemental material that might assist in evaluating your aptitude for the position you are applying for (e.g. newsletters, agendas, pictures, etc.)

1. Why do you wish to apply for appointed board?

2. What qualities, ideas, and improvements could you offer to our District?

3. Please list all extracurricular and co-curricular activities you participate in- including any leadership positions. Place an asterisk (*) next to all activities you plan on continuing next year and also list your hobbies?

4. Please indicate your experience in KIWIN'S and any positions you have held in the past including projects chaired and how many conventions you have attended.

5. What would be your goals if appointed and how would you go about accomplishing them?

6. What does it mean to be in KIWIN'S?

7. Please define a leader.

8. What do you see for the future of KIWIN'S and how can you help make it happen?

9. Please come up with three convention themes and describe what you envision. (Ex. Blasting off through the galaxy of service)

DUE FRIDAY April 16th, 2010

For Questions, Comments, Concerns and or Submissions:

Applications should be e-mailed.

Only send by airmail if it absolutely CANNOT be sent electronically.

They must arrive by April 16th, 2010 NOT postmarked.

Paul Duplessis

Cal-Nev-Ha KIWIN'S Assistant District Administrator

E-mail: Dubster01@gmail.com

(714) 417-7861

ONWARD TO APPOINTED BOARD APPLICATION
PART 2