



Hello Pennsylvania Circle K,

To have a successful year, it is important to have a full District Board. As we have seen in years past, full District Boards have been able to accomplish more goals, creating more success. It is crucial we fill vacant positions as soon as possible. If you are interested in filling an open position, please review this document, paying close attention to the responsibilities and tentative agenda, and fill out the corresponding application.

Vacant District Executive Board Positions

We currently have one (1) vacant Executive Board Position, District Editor. District Editor duties include sending monthly newsletters (The Krier) to all club members, maintaining and updating the website, and maintaining all social media accounts. Additionally, there are responsibilities to the district board by being an active part in achieving the board goals and expectations. There is no pre-requirement of a prior club office position to be the District Editor.

Vacant District Lt. Governors Positions

We currently have two (2) vacant Lt. Governor Positions. Lt. Governors have duties to their local clubs, their home club, the division, and district. Additionally, there are responsibilities to the district board by being an active part in achieving the board goals and expectations. There is no pre-requirement of a prior club office to be a Lt. Governor. The individual should have a home club from the division for the position they are seeking but can also serve as a Governor's representative for a different division. The vacant positions include:

- Liberty Division
- Snowbelt Division

Further details of the Lt. Governor Position can be found on the following pages.

Open District Chairperson Positions

The Pennsylvania District has eight (8) standing committees, two (2) ad-hoc committees, at which seven (7) of these committees are eligible for members to chair. District Chairpersons will work with the elected board to help lead and implement district initiatives for the year. Committee Chairs are responsible for holding regular online committee meetings, in addition to attending all District Board meetings. They will be responsible for pushing forward committee objectives throughout the year. There is no pre-requirement of a prior club office to be a Committee Chair.

The Committees with open chair positions include:

- Club Building and Revitalization
- Conferences and Convention
- Kiwanis Family Relations
- Laws and Regulations
- Service
- Membership Education and Development
- Advisor Relations

Further details of the Chair Positions can be found on the following pages or <http://www.pacirclek.org/leadership/district-committees/>.

Individuals interested in a position, should complete appropriate application form and submit it to governor@pacirclek.org by **Tuesday, April 3rd by 11:59 PM**. Subject lines should be "[Position Applying For Name] – [Last Name]" Example: "Service Chairperson – Smith" or "Liberty Division – Smith".

Upon submission of the form, individuals will be contacted for an interview. If selected, individuals will be required to complete a service agreement form and attend the first board training session/meeting the weekend of April 27th – April 29th, 2018 in Harrisburg, Pennsylvania. I hope that many of you will apply or encourage eligible club members to apply for an open position. Please contact me if you have any questions.

Yours in Service, Leadership and Fellowship,
Rachael McDonald
District Governor 2018-19
Pennsylvania District
Circle K International



2018-19 District Editor Responsibilities and Expectations

The following is a list of minimum responsibilities expected of District Editor. **Please review the responsibilities before proceeding with the application.**

Responsibilities:

In applying, you signify an understanding of the responsibility:

- Shall serve as the Chief Publication Officer of the Pennsylvania District.
- Shall attend all duly called meetings of the District Board and the Pennsylvania Circle K District Convention.
- Shall assist with planning and execution of Fall and Spring Club Officer Trainers.
- Shall publish at least 5 issues of "The Krier" and shall be responsible for submitting a proof to the Kiwanis District Secretary/Treasurer for printing and distribution to active clubs.
- Shall notify the District Board, all Pennsylvania District Circle K club presidents, and all appropriate Kiwanians and Key Clubbers of the deadline for submission of articles for the next issue of the KRIER at least three weeks prior to the publication date.
- Shall, at each meeting of the District Board, submit a report, which lists Board members who have and have not submitted articles for the publication.
- Shall send copies of the publication to those individuals authorized by the District Board of Officers.
- Shall chair the Information and Technology Committee.
- Shall assist in the publication and design of the District Convention Program.
- Shall also perform other such duties as may be assigned by the District Governor or the Board of Officers.
- Shall insure that all files are transferred to their successor and brief them on the duties and responsibilities of the office. Shall remain available to assist their successor for a period of four (4) months or their successor's first published "The Krier".

2018-19 Lt. Governor Responsibilities and Expectations

The following is a list of minimum responsibilities expected of each Lt. Governor. **Please review the responsibilities before proceeding with the application.**

Responsibilities:

In applying, you signify an understanding of the responsibility:

- Shall attend all duly called meetings of the District Board and the Pennsylvania Circle K District Convention.
- Shall represent the District Governor and have full responsibility for promoting education, membership, service projects and fundraiser within their Division.
- Shall make at least two (2) official visits to each Circle K club within the Division, excluding Fall and Spring Rallies.
- Shall attend at least one (1) each of the Fall and Spring Club Officer Training session.
- Shall compile and maintain a complete list of club officer names, addresses and telephone numbers and submit them to the District Governor, District Secretary and District Circle K Administrator.
- Shall submit a Divisional Report each month to the District Governor and District Circle K Administrator outlining events, happenings and problem(s) within the Division.
- Shall assist in the collection of Pennsylvania District and Circle K International dues and monthly reports from clubs within the Division.
- Shall hold a President's Council meeting or other type of Divisional event as appropriate.
- Shall promote Interclubbing within the Division.
- Shall encourage clubs to submit articles to the KRIER.
- Shall work with the District Board to have as many club officers trained as possible by December 1st. Shall assist Sponsoring Kiwanis Clubs in training the club officers.
- Shall hold a Fall Divisional Rally and a Spring Divisional Rally/Fling for the purpose of club officer training, member education and Divisional motivation.
- Shall publish no less than two (2) newsletters throughout the administrative year.
- Shall actively promote Kiwanis Family relations between Kiwanis, Key Clubs, Builders Clubs, K-Kids Clubs and Aktion Clubs within the Division.
- Shall assist the District Governor and the Kiwanis Committee on Circle K with the reactivation of inactive clubs and the building of new clubs within the Division.
- Shall insure that Division files are transferred to their successor and brief them on the duties and responsibilities of the office.



2018-19 District Chair Responsibilities and Expectations

The following is a list of minimum responsibilities expected of each standing committee chair. **Please review the responsibilities before proceeding with the application.**

Responsibilities:

In applying, you signify an understanding of the responsibility:

- Attend the first scheduled board meeting during the District Officer Training Conference held on April 27th – April 29th at the Kiwanis District Office in Harrisburg, Pennsylvania.
- Attend and actively participate in all District Board Meetings throughout the year.
- Abide by the District Bylaws and Policy Code.
- Remain in constant communication to the District Board by reporting activities and progress.
- Hold committee meetings at least monthly (Note: These can be virtual meetings).
- Be willing to help with tasks that are not directly related to the chairperson position.

District Committees

The titles and duties of the District standing committees are:

The Conferences and Conventions Committee shall oversee the planning and promoting district-wide events, with extensive focus on InterPACK and the annual District Convention. The Chair will coordinate with the District Administrator and the District Board to organize workshops, guest speakers, and other convention materials. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.

The K-Family Relations Committee shall work to improve the relationship between all Kiwanis and Kiwanis-sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations and promoting Kiwanis Family events at the District and Divisional levels. This committee will also fulfill any other duties that the District Governor assigns.

The Laws and Regulations Committee shall maintain these Bylaws in conformity with the Governing Documents of Circle K International and shall make recommendations to the Board of Officers for proposed amendments. It shall 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. It shall also review all club bylaws submitted for District approval, make revisions and approval recommendations to the Board of Officers, and forwarding approved bylaws to the International Office for final approval by the International Board of Representatives. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.

The Service Committee shall be responsible for the implementation of the District Service Project and Governor's Project and the promotion of the Circle K International Service Initiatives to all clubs within the District. The committee shall encourage club participation in Theme and Emphasis Week, Circle K Week, and International Service Week. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.

The Club Building and Revitalization Committee shall be responsible for coordination with the Lt. Governors to charter new clubs and bring inactive and suspended clubs back to charter strength. This is done through creating and updating resources, communicating with club members, and any other necessary methods. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.

Membership Development and Education Committee shall be responsible for creating educational resources on topics such as membership benefits, recruitment, retention, and any other topics that clubs may require resources for. This is done through creating PowerPoints, YouTube videos, and handouts. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.





2018-19 District Chair Responsibilities and Expectations Cont.

Advisor Relations Committee shall be responsible for furthering the relationships between the Circle K Club and their sponsoring Kiwanis Club. This is done through communicating with all sponsoring Kiwanis Clubs and Advisors to establish a positive relationship and to promote Pennsylvania Circle K within Kiwanis. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.



**Tentative Schedule:
2018-19 Tentative Calendar**

Date	Event	Location
April 27 th -29 th	District Officer Training (DOT)/ Board Meeting	Harrisburg, PA
June 9 th -11 th	District Officer Additional Training (DOT+)/Board Meeting	Lewisburg, PA
July 4 th -8 th	Circle K International Convention (CKIx)	Chicago, IL
TBD	Summer Service Social	TBD
August 9 th -12 th 2018	Kiwanis District Convention/ Board Meeting	Pittsburgh, PA
September/October 2018	Fall Divisional Rallies/Fall Officer Training (FOT)	TBD
October 2018	InterPACK	Loysville, PA
November 2018	District Convention Planning Weekend	TBD
January 2019	Finish Strong Planning Weekend/ Board Meeting	TBD
February/March 2019	Spring Serves/ Spring Officer Training (SPOT)	TBD
March 16 th , 2019	Kiwanis MidWinter/ Board Meeting	State College, PA
March 22 nd -24 th , 2019	District Convention	Erie, PA
March 29 th -31 st , 2019	Pennsylvania Key Club Convention	Pittsburgh, PA