



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 three (3) vacant Executive Board Positions: District Secretary, District Treasurer, and District Editor.

The District Secretary is responsible for all official records, correspondence and minutes for the District Board. They will take detailed minutes at board meetings and distribute such to the District and to the Kiwanis Family. They will work closely with club secretaries in filling out monthly reports and collecting and updating the District Directory, which is a document that contains all information for the clubs. They are also responsible for updating the District Tracker and email lists. The Secretary is the right-hand to the Governor. They also chair the Executive Committee. Please review the responsibilities towards the end of this packet for more information.

The District Treasurer is responsible for helping clubs understand the dues collection process, which can be confusing for new officers, or chartering clubs. They are also responsible for working with the Executive Director in preparing and updating the district budget, as well as seeking out sponsorships and fundraising opportunities for the District. The Treasurer will also work closely with clubs to help them collect dues, prepare a budget, and run successful fundraisers. They also chair the Fundraising Committee. Please review the responsibilities towards the end of this packet for more information.

The District Editor is responsible for creating and distributing the district newsletter, The Krier. The editor will also work with the district board in creating the District Convention Program. They also chair the Information Technology Committee. Please review the responsibilities towards the end of this packet for more information.

Vacant District Lt. Governors Positions

We currently have four (4) 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:

- Black Diamond Division
- Keystone Division
- Liberty Division
- Snowbelt Division

Please review the responsibilities towards the end of this packet for more information.





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 the Pennsylvania District Officer and Committee Chair Application 2019-2020 Form by **Friday, April 12th, 2019 at 11:59PM**. 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. 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,

Emily Stoner

District Governor 2019-2020
Pennsylvania District
Circle K International



2019-20 District Secretary Responsibilities and Expectations

The following is a list of minimum responsibilities expected of the District Secretary. **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 assist with planning and execution of Fall and Spring Club Officer Trainers.
- Shall keep all records of the District Convention and the minutes of the Board of Officers' meetings.
- Shall distribute the minutes of the Board of Officers' meetings within 30 days to the appropriate people.
- Shall compile and update a District Directory.
- Shall receive Monthly Reports from each active club in the Pennsylvania District by the 5th day following the month reported on.
- Shall keep and update a District Tracker regarding pertinent club information.
- Shall compile and update a District Mailing List via Google Groups.
- Shall send appropriate materials (Monthly Report Forms, Directory, Board Minutes, etc) to club officers.
- Shall issue a call to District Convention at least 90 days prior to the convention.
- Shall ask for any resolutions and/or amendments to the Pennsylvania District Bylaws to be considered by the House of Delegates, to be submitted at least 90 days prior to the convention.
- Shall publish any resolutions or amendments submitted for consideration of the House of Delegates 30 days prior to convention.
- Shall assist the District Governor with Pennsylvania District functions as required.
- Shall cooperate with the District Governor in forwarding all official reports by Circle K International.
- Shall maintain effective communications between the officers and members of the Pennsylvania District.
- Shall ensure that all files are transferred to their successor and brief them on the duties and responsibilities of the office. Shall remain available for a period of six (6) months to assist their successor.

2019-20 District Treasurer Responsibilities and Expectations

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

Responsibilities:

In applying, you signify an understanding of the responsibility:

- Shall serve as the Chief Financial Officer of the Pennsylvania District, keeping all appropriate records
- 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 develop and promote programs for dues incentive and the collection of these moneys.
- Shall assist the District Governor, the Pennsylvania Kiwanis District Executive Director, and the Circle K District Administrator in preparing the Annual District Budget, District Convention Budget, and any other necessary budgets.
- Shall issue a call for Pennsylvania District and Circle K International Dues at least 30 days prior to their due date and shall advise all clubs within the Pennsylvania District where to remit these dues.
- Shall submit a written report reflecting the District income and expenditures and the dues status of member clubs, including club membership and percentage of membership goal attained, at meetings of the Board of Officers, the District Convention, and at such other times as the Governor, District Circle K Administrator, or District Board of Officers may request.
- Shall chair the Fundraising Committee and be a member of the Conferences and Convention Committee.
- Shall submit a financial report at the annual convention and at such other times as the District Governor, Board of Officers, or the Kiwanis District Board of Trustees may require.
- Shall oversee and maintain the funds in the PACK Cash account as well as any District Fundraisers.
- Shall also perform other such duties as may be assigned by the District Governor or the Board of Officers.
- Shall ensure that all files are transferred to their successor and brief them on the duties and responsibilities of the office. Shall remain available for a period of six (6) months to assist their successor.



2019-20 District Editor Responsibilities and Expectations

The following is a list of minimum responsibilities expected of the 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 ensure 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".



2019-20 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 Interclubs 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 ensure that Division files are transferred to their successor and brief them on the duties and responsibilities of the office.



2019-20 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 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.

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 |