



Executive CTC ASSIGNMENT

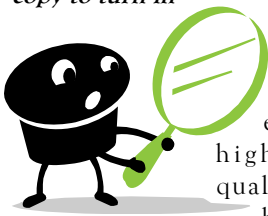
Instructions:

Prepare your responses to the following. You should contact current members of the District Executive Committee if you desire (Governor, Secretary, Treasurer, and Tech Editor). These assignments are **mandatory** for attendance at this training conference and must be completed prior to arriving at the conference. This experience should provide you with a winning edge when you have finished your presentation.

Assignment # 1

PERSONAL STATEMENT

Note: No more than 2 pages... *Bring a copy to turn in*



Prepare a resume of your experience which highlights your qualifications for holding a Key Club office. The resume should include any of the following items that are applicable and that bring credit to you. State the year(s) each happened.

School:

- Club memberships and offices held
- Awards you received
- Leadership activities
- Extracurricular activities
- Grade point average

Key Club:

- Offices held
- Committees chaired
- Projects chaired
- Conventions attended
- Kiwanis Family functions attended

Personal/Community:

- Activities involved in
- Offices held
- Awards received

State your own personal reasons for seeking office. Be honest but not too wordy. Include details of the platform from which you will run.

Present your personal (career) goals for the short term (next 2-3 years) and for the long term.

Assignment #2

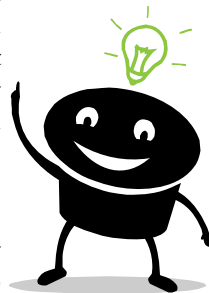
PLANNING

Delineate five of the most important responsibilities of the office that you are seeking. Provide these in written form and be prepared to discuss them.

Describe in detail three ways that you think the District Board can better serve the clubs and members of this District.

List three goals for the year you hope to achieve in that office.

From the membership's perspective, what benefits are received from District and International Dues?



Assignment # 3

SPEECH

Prepare a 3 minute speech on the subject listed by the office you intend to seek. If you are undecided, pick one of your choices. This speech will be delivered to the attendees at the training.

Governor

You are addressing the Key Club International Board. What recommendations would you make to them in providing better service to the District, the clubs and members?



Secretary

You are speaking to a group of club secretaries or advisors. Provide an explanation as to why submitting monthly reports is important.

Treasurer

Respond to the question - "Why should we pay dues for the privilege of doing service?"

Tech Editor

You are speaking to the officers of a Key Club about ways they can educate their members about Key Club and how they can get that information out to not only their members but to the community in general.

International Endorsement

Defend the current operation of the Key Club International Board and the International organization or present suggestions of improvement of the services provided.

