

# C N H | K E Y C L U B

MANUAL | **Candidate Training Conference** | Lt. Governor | 2018



Good morning Lt. Governor Candidate!

The CNH District Board welcomes you to the 2018 Lieutenant Governor (Lt. Governor or LTG) Candidate Training Conference. The purpose of this training conference is to ensure that potential Lt. Governor candidates understand the one year commitment made by those elected to participate and serve at this level of our leadership development program.

Our goal is for you to leave here today with the proper information regarding the leadership commitment a Lt. Governor makes to not only the members of the division but also the members of our district. We want you to recognize that this is not a leadership title to simply be added to your resume but an opportunity to serve others in an administrative role, a mentor role, a liaison role, and as a leader further developing his/her skills. It is a responsibility and hard work. Although we will share a glimpse of the journey ahead and give you a guideline of what you should expect, the experience of being Lt. Governor is different for everyone. We want you to make an informed decision when you choose to sign the service agreement and run for the position.

To achieve our goal, we will give attention to the general roles, duties, and responsibilities of a Lt. Governor in Key Club International. Most importantly, particular attention will be given to the roles, duties, responsibilities, challenges, opportunities, and rewards of a Lt. Governor in our California-Nevada-Hawaii Key Club District. Additionally, trainers will address topics relevant to effective leadership and the election process.

Only a select few of you will be elected to serve in the position of Lt. Governor. Remember that all Key Club members are leaders. Whether serving as an officer, committee chair, task coordinators, or as an active member, Key Club members are leaders of change. We make a difference in the world around us—our home, school, and community. Seeking a leadership role such as Lt. Governor is taking a risk... a risk that few are willing to take. Regardless of any election results, we want to thank you for taking an interest in further developing your leadership skills by attending this training conference.

Despite all of the hard work, the challenge of being Lt. Governor and the experiences you will encounter are worth it. This training program has been developed for you by members of the CNH District Board and administration so that you will understand the commitment, learn from our experiences, and appreciate the opportunity that awaits you.

Thank you for serving our organization. Thank you for being a leader.

NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_

## **CNH Key Club District Training Centers**

BURBANK | ANAHEIM | HONOLULU | LAS VEGAS | RANCHO CUCAMONGA

SACRAMENTO | BAY AREA | VISTA | CENTRAL VALLEY



# CTC | table of contents & training schedule

## TABLE OF CONTENTS

TOPIC	PAGE
Welcome to Candidate Training Conference. ....	1
Table of Contents and schedule of events .....	2
Supplemental—Leadership .....	3
Workshop 1 – A Lt. Governor’s Role in Key Club .....	5
Workshop 2 – Challenges and rewards of being an Lt. Governor .....	7
Workshop 3 – Duties of a Lt. Governor .....	8
Supplemental—Breakout Sessions .....	11
Workshop 4 – Preparing for Conclave .....	12
Supplemental – The Conclave Process .....	13
Supplemental – Sample Conclave Speech .....	14
Supplemental – Sample Caucus Questions .....	15
Workshop 5 – Effective Communication and Structure .....	16
Workshop 6 – Key Club Ethics .....	18

## TRAINING SCHEDULE

*\*This is a tentative schedule. Actual schedule with times will vary by individual sites and number of candidates present.*

**TARGET TIMES** for entire Training Conference (set-up through clean-up) 9:00 am—5:00 pm

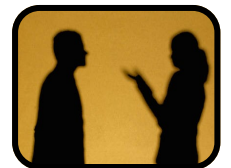
Arrival  
Registration  
Icebreakers and or service activity for early candidates

Introductions by the presenters and volunteers  
Workshop 1 – A Lt. Governor’s Role in Key Club  
Workshop 2 – Challenges and rewards  
Workshop 3 – Duties of a Lt. Governor  
Breakout Session 1  
Workshop 4 – Preparing for Conclave  
Workshop 5 – Effective communication and structure  
Workshop 6 – Key Club Ethics  
Breakout Session 2  
Practice Time: speeches and/or caucus questions  
Open forum  
Group Photo  
Departure

### MEETING with REGION ADVISOR

To be eligible to run for any District level position, a candidate needs to meet with the Region Advisor to discuss the position and the responsibilities as well as be confirmed as a qualified candidate.

*Schedule an  
appointment  
today.*



*Preview the Service Agreement.*

## WHAT DO WE LOOK FOR IN OUR LEADERS?

Leadership is a difficult concept to grasp and even more difficult to measure. Perhaps the success of a leader can be gauged by the results of the task and the successes of the persons being led. Look to the mentors and followers to gauge the results. Here are four essential leadership characteristics to be measured by:

### COMPETENCE

A leader must be able to convince others that they are capable and effective. Competence means not simply technical abilities, but the capacity to get things done on time.

Ask yourself - Can I produce results? Do I have a record of accomplishments? Do I have confidence in my abilities? Do I lead by example?

### FORWARD LOOKING

The domain of leadership is the future. The most significant contribution leaders make is to the long term development of people and institutions. Leaders have a vision of where we are headed.

Ask yourself ~ Am I concerned about the future of Key Club Am I concerned about the future of the Division? Do I have a destination in mind for this year? Does this dream move the Division forward?

### INSPIRATION

It is not enough for a leader to have a dream for the future. This dream must be communicated in a way to inspire all of Key Club.

Ask yourself ~ Do I exude excitement when I talk about Key Club? Do I have the stamina and the energy to see the year through and be a strong leader for the Division? Do I feel good about myself and Key Club?

### HONESTY

In most surveys conducted, honesty has been selected more often than any other as the most important leadership characteristic.

As you present yourself to the delegates, ask yourself - Can I be trusted? Do I have integrity? Am I consistent in word and deed? Do I have the moral character to stand up for what I believe?

## SOME PRINCIPLES OF LEADERSHIP EXCELLENCE

### SERVICE

Know and meet the needs of the members of the organization

### ULTIMATE OWNERSHIP

Participate actively and accept responsibility

### COMMITMENT

Do what you say you are going to do. Follow the rules or change them. Meet commitments.

### COMMUNICATION

Let members and advisors know what is going on. Keep them informed.

### ETHICAL BEHAVIOR

Respect individuals and society. Act and behave with integrity.

### SUPPORT THE TEAM

Work cooperatively to achieve results.

### STABILITY

Maintain an unrelenting attention to your targets. Be consistent.

# Supplemental: Leadership

## Why do we have Division Leaders?

KEY CLUB is successful because it is a unified organization that not only does service, which is the binding agent, but because there is an opportunity to gain leadership experience, learn civic values, associate with adult Kiwanians on a peer level, and have fun. The glue that holds all this together is the basic organization structure; club, division, district, and international levels. The members of this organization are responsible for its total operation and this is what makes for more effective citizens and leaders.

## The primary tasks of the Division Leader (Lt. Governors) as members of the Board of Trustees:

- formulate policy
- ensure that the By-laws are adhered to
- to assist the clubs and officers to perform their leadership and service activities
- to communicate with each other and the members of the District



This is not a simple task or one that can be taken lightly by those who agree to serve in one of the district positions. As students grow older, they gain experience and maturity and personal situations change a great deal. Changes happen to everyone, even the adults. But the important thing to remember is that when we make a commitment, we must adjust our lifestyle and make changes to that lifestyle to meet the commitment that we have made.

## Being a Division Leader means you must do many things that you have never done before.

- meet new people
- go to unfamiliar places
- make speeches
- write letters, memos, articles and provide email updates
- appoint division leadership team members (assistants, news editor, task coordinators)
- organize events & training conferences, conduct meetings, appoint & manage division team members
- work as a virtual team member
- spend evenings and weekends away from your friends and family
- be willing to accept any disappointment when things don't go the way you planned

## COMMUNICATION.

As a Division Leader you will find that you never received so much mail/communication or had to send so much either. Most of what you get will require some action in response. It could be a phone call, text, email, formal letter or a report. It could also be a requirement for you to plan or address something that you had not even considered. But remember, your task as a division officer is to assist in the operation of the division and district. You may be dealing with as few as 5 members but it might be all of them.



## Are you having second thoughts?

I hope so because that is what you need to do before you take this important step. Think about it and think again. Key Club needs you and needs your commitment but Key Club doesn't need you if you are not going to carry out your responsibilities to the best of your ability. You will be a different person because of your involvement with a District office and it will show up in your abilities to organize your life your way.



### ***The Lt. Governor is a vital piece of the Kiwanis Family puzzle***



Each Lt. Governor is responsible for being a liaison, a trainer, a mentor, a data collector, a resource, a supporter, a motivator, and a promoter of District and International service initiatives, programs and events for the clubs within the division s/he serves. Each Lt. Governor also serves as a member of the CNH District Team to provide training, resources, and support for the District membership.

A brief sampling of duties include conducting training conferences and division meetings, providing education and support to the members through effective, regular communications, contributing to district publications and promotions, and serving on one or more of the district committees.

### ***The Lt. Governor is a link to the MEMBERS***



Foremost, you have a significant responsibility to the membership – the members who elected you to the position. Most members have little or no connection to the District, much less Key Club International, so you are often our only representative/ ambassador. Make sure that you share opportunities for service and leadership with them; seek and gather their opinions on various topics; represent them at District Board Meetings and International Convention; and always remember that your position is to serve the members through leadership.

#### ***...a link to the OFFICERS***

Perhaps your greatest responsibility lies with training club officers and providing them with resources. As Lt. Governor, you need to share information from District and International with the officers, organize training conferences, and support club officers as they manage the clubs they serve.

#### ***...a link to the DISTRICT***

It's incredibly important you work well with the rest of the District Board. Lt. Governors rely on each other to plan region events, plan District Convention, present workshops, complete committee work, and most importantly, provide moral support. You'll create strong bonds with your fellow Board Members. District Executives lead the District and train and support the Lt. Governors. Work submissions and reports from each division also help the Executives lead the district more effectively.

#### ***...a link to INTERNATIONAL***

International Trustees have a duty to serve as a liaison between International and Districts, much like Lt. Governors are liaisons between the District and Divisions. Lt. Governors can personally contact and speak with their trustee to get updates on Key Club International and ask any questions they may have from members.

While it might be best to communicate with the trustee, Lt. Governors can speak with and contact the International President to ask for help. More importantly, the Lt. Governor should read updates from the President to learn about

Remember... your duty is to **serve** the members through leadership

## Supplemental: Checklist and Tips to Succeed

Use this general checklist as a reminder of tasks you will have to complete throughout your term.

### ✓ DAILY

Check your e-mail for updates and tasks

### ✓ WEEKLY

Communicate with your Region Advisor

Complete your committee work

Support club presidents and officers

Meet members from your division

Update & Delegate tasks to division assistants

Update & Delegate tasks to division news editor

Update & Delegate tasks to task coordinators

### ✓ MONTHLY

Attend committee meetings/conferences

Attend your local Kiwanis DCM

Collaborate on the Division Newsletter

Encourage participation in the Member Recognition Program & District Project(s).

Fundraise for Pediatric Trauma Program

Hold DCMs—all are welcome

Encourage division-wide fundraisers

Encourage division-wide service events

Recognize outstanding Key Clubbers & officers

Submit vouchers for your expenses

Submit monthly submissions (MRF, DCM, ...)

Make official club visitations

Promote the Kiwanis Family; grow clubs

### ✓ ANNUALLY

Complete service: goal 50 service hours total

Attend District Board Training Conferences

Attend District Board Meetings

Attend District Convention, twice

Attend Fall Rally

Attend International Convention

Encourage clubs to submit dues

Host Division Conclave

Plan a Division OTC in the first quarter

Encourage members to partake in District & International Contests.

Work with your region to host RTC

Put together a Division Judging Panel

## 10 Tips

### to succeed as Lt. Governor

1. Be **PROACTIVE** and think ahead. Do NOT put it off till the last minute.
2. **COMMUNICATE** and work as a team. Develop strong relationships in all of your teams: District/Region/ Division Leadership, Committees, Kiwanians, and members.
3. Stay organized and **PRIORITIZE**, make a checklist.
4. **SET GOALS** to be a guide for the year, make a yearlong plan to reach those goals.
5. Maintain unity within the division: **PROMOTE** events, service projects, and fundraisers.
6. **REPRESENT** others— get input from members and officers. Remember, you are a representative, not a dictator.
7. **INSPIRE** and motivate the members.
8. **RESPECT** all the procedures and protocols of a Lieutenant Governor and remember your deadlines.
9. **LEARN** from your mistakes throughout your term. This is a growing process; you're not perfect coming into your term.
10. Be open to the possibilities. **ENJOY** the process. This is a once in a lifetime experience.

This is **YOUR MEMBER EXPERIENCE**.

## GOOD LUCK!

*The CNH District Board has full confidence in this district and the quality of this leadership development program that CNH provide all leaders....*

## WHY BE A LIEUTENANT GOVERNOR?

Being a Lt. Governor is **very challenging** but is also **very rewarding**. A Lt. Governor's experience definitely tests one's management skills. Prioritizing academics, social life, and family is no simple task. Though it may seem that a Lt. Governor does nothing but work, there are many opportunities for a Lt. Governor to meet new people, travel, and serve.

**Prioritizing** – Since most LTGs are either high school juniors or seniors, it's challenging to deal with college applications and academics with the duties of a Lt. Governor.

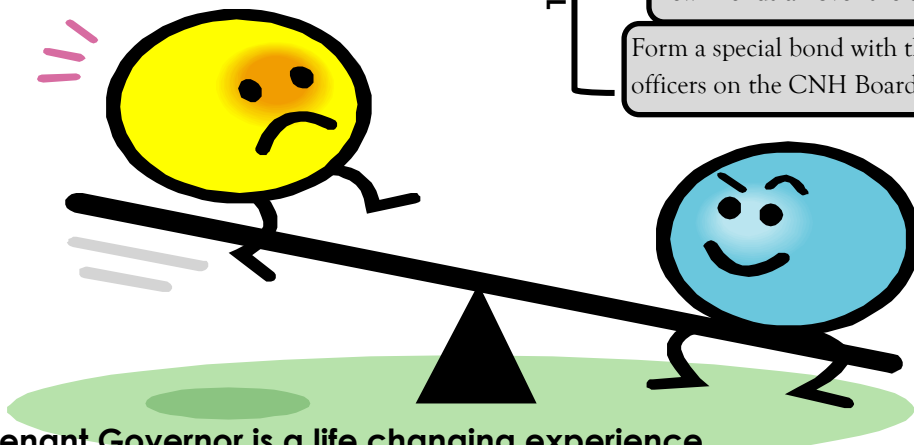
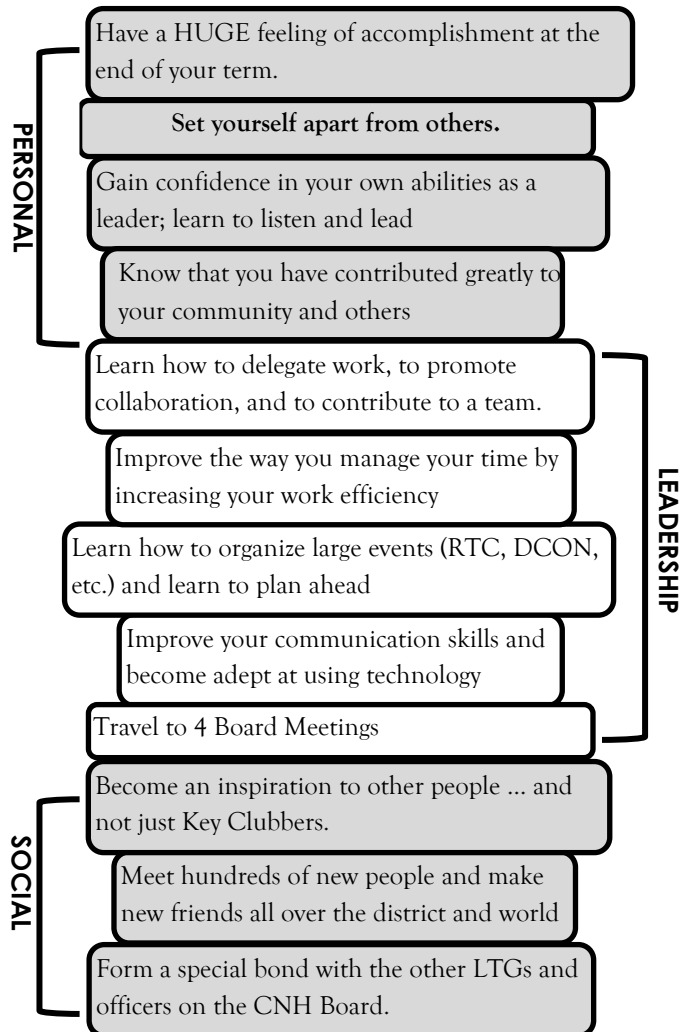
**Dealing with others** – Be ready to help club officers. People may also disagree with you or your ideas.

**Meeting deadlines** – As a Lt. Governor, you will have plenty of deadlines: monthly submissions, committee work and reports.

**Following rules** – Even though you should be having fun, make sure you follow all of the rules and policies

**Division events** – Promote and keep division unity by putting together division events and fundraisers

**Your Social Life** – Remember that you still have your family, friends, and school to think about. Don't leave anything out.



## Being a Lieutenant Governor is a life changing experience.

Just ask anyone on the District Board. The bonds that are formed during training conferences and conventions are unbreakable. We all love Key Club, and we've all had people question why. At the district level, you are surrounded by people like yourself who have dedicated themselves to Key Club for the rest of their high school years. The journey of being a Lieutenant Governor may seem hard, but in the end, it is, by far, much more rewarding.



### WHAT ARE THE DUTIES OF A LT. GOVERNOR?



Your **basic tasks** as a Lt. Governor are to serve as a liaison between the District and the division (the clubs); to communicate and disseminate information from the district and international level to the club level and vice versa; to provide training; to promote leadership develop, to represent the interests and needs of the clubs at the District and International level; to promote the organization; and to serve.

### Serving the Club

#### TRAINER

- Provide support and training on a wide range of topics
- Leave a legacy

#### CLUB VISITATIONS

- Visit each club at least once during the 1<sup>st</sup>-2<sup>nd</sup> quarter of your term **[Required]**
  - Visit each club a second time during the 3<sup>rd</sup>-4<sup>th</sup> quarter of your term **[Recommended]**
- Visit a club meeting or board meeting (preferred) or a service project
- Visit by physically attending or utilizing technology (teleconference, webcam, Skype)
- Plan club visits with officers and advisors ahead of time

#### SERVICE OPPORTUNITIES

- Encourage clubs to use city websites for upcoming community events
- Ask local Kiwanis Clubs to see if you can partner in any community service projects
- Check local news, media, and businesses in town about upcoming events that may need help
- Encourage clubs to participate in the District Project, Major Emphasis, and Preferred Charities and Programs

#### FUNDRAISING

- Share fundraising ideas at the Division Council Meetings
- Encourage clubs to fundraise for service and to offset the cost of attending District events and club items
- Provide and/or organize fundraisers to support District and International programs: Pediatric Trauma Program, Eliminate Project

#### RECRUITING NEW MEMBERS & BUILDING NEW CLUBS

- Expand our family; promote dues collection and submission, club growth and club building
- Share recruiting ideas among the clubs and assist with setting new membership goals
- Encourage clubs to share their accomplished recruiting goals; seek ideas from other organizations as well
- Use purposeful icebreakers, games, and other fun activities at DCMs to involve and train new members
- Recognize outstanding members and clubs within the division and reward them

#### SPIRIT

- Spirit at the club and division level is a great way for members to feel a part of something **positive** and encourage them to get more involved
- Seek designs for division items and spirit attire to build unity and to inspire spirit
- Create and practice division cheers to show off at Fall Rally and DCON
- Advertise the division mascot and keep your members interested.





## Serving the Division

### TRAINING CONFERENCES

- Host an Officer Training Conference to train club officers during the 1st quarter.
  - Ideally, this should be achieved as a joint effort of the past (outgoing) Lt. Governor and the new (incoming) Lt. Governor.
  - Sponsoring Kiwanis clubs should be included with this training for club specific breakout sessions
- Work with the other Lt. Governors in your region to host a Region Training Conference.
- Work with the LTG CTC Coordinator to plan the Lt. Governor Training Conference. **[Recommended]**

### INCLUSIVENESS

The CNH Key Club District does not promote or endorse any President Council Meetings. There are Division Council Meetings and there are Leadership Team meetings that are open to all members and advisors.

### DIVISION COUNCIL MEETINGS

- Conduct at least TEN (10) monthly Division Council Meetings open to ALL members and advisors
- Share club, division, district, International information
- Club members can bond with one another while sharing club information and having fun

### DIVISION LEADERSHIP TEAM MEETINGS / COMMUNICATIONS

- Conduct at least ONE per month in a format best suited to the members of the Division Leadership Team
  - Format may be live or electronic
- Share club, division, district, International information
- Focus on event pre-planning and promotions
- Focus on getting more Kiwanis involved and participating with the clubs and division
- Focus on how the Division can work together to bring each club, the division, and the Key Club program to new levels.

### CONCLAVE / TRANSITION

- Plan a Division Conclave to elect the next Lt. Governor
- Support the Lt. Governor Elect: introduce to the clubs, assist with transition training, assist with event planning (DCON, OTC, term closing activities)

### KIWANIS MEETINGS

- Visit Kiwanis club meetings and division council meetings.
- Work with your Kiwanis Lt. Governor counterpart and keep a good relationship with them.
- Invite Kiwanis members to the DCMs you lead and offer your help.

## Serving the District

### INTERNATIONAL CONVENTION

- Attend International Convention **[Recommended]**
  - Attend workshops to gather training material to bring back to the clubs

### MONTHLY SUBMISSIONS

- Submit your Report Submissions by the 10<sup>th</sup> of each month by 6 PM PST
  - Monthly Report Forms report the previous month activities
  - Training Conference Reports from any training conference conducted the previous month (OTC, RTC, CTC)

- Submit your Publication Submissions by the 15<sup>th</sup> of each month by 6 PM PST
  - Region ads/items requested by News Editor
  - Visuals & Articles
- Submit your Publication Submissions by the 20<sup>th</sup> of each month by 6 PM.
  - Division News: online submission of DCM info for next month (BEE proactive), Member of the Month for the past month (reflective), Officer of the Month for the past month (reflective), Club of the Month for the past month (reflective) and any other items requested by News Editor/Executives
  - Committee/Leadership Team contributions
  - Division Newsletter [submitted by Division News Editor]
  - DCM agenda for the next month (BEE proactive)

## DISTRICT COMMITTEES

- You will be assigned to one of the District Committees.
  - ***Communications & Marketing*** – promotes effective communication and marketing for events, recruitment, and promotions while promoting member safety; provides training, guides, and manuals
  - ***District Convention*** – plans every element of District Convention, including scheduling, entertainment, the DCON program, theme implementation, and alternative activities
  - ***Kiwanis Family & Foundation*** – promotes all levels of the Kiwanis family and CNH Key Club’s role in Kiwanis; promotes and supports the programs of the CNH Kiwanis Foundation
  - ***Member Recognition*** – provides resources and promotes recognition programs of members, officers, clubs, and advisors throughout the year; coordinates District recognition at DCON
  - ***Member Development and Education*** – informs and provides Key Club education materials and resources to the members of the CNH District; plan workshops presented at training conferences and DCON
  - ***Policy, International Business & Elections*** – reviews both District and International policies; promotes the business Key Club International; and oversees CNH elections
  - ***Service Projects*** – promotes service and philanthropy; promotes and provides resources for International and District service initiatives including the Major Emphasis and the District Project.
- Committee tasks to complete: All tasks will have deadlines as set by the committee chairperson
- Monthly committee meetings via teleconference
- Committee meeting during each Board Training Conference & Meeting (referred to as Board Meetings)
- Committee leadership : each committee will have a secretary; some committees utilize task groups.

## BOARD TRAINING CONFERENCES & MEETINGS

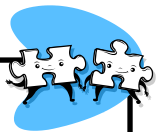
- Attend 4 official board training conferences & meetings: Spring, Summer, Winter, and DCON
- Includes informational presentations from District Team members, Kiwanians and special speakers .
- Workshops for Lt. Governor including but not limited to conducting training conferences, vouching, club visitations, MRFs, and effective leadership skills
- Chance to bond with the entire CNH Team (Key Club Board and Kiwanis Committee) and have fun.

## WHAT IS A DIVISION LEADERSHIP TEAM?

Your basic Division Leadership Team is comprised of the following positions:

- Division Lt. Governor
- Division Assistants: Each Lt. Governor may appoint one Assistant for every five (5) chartered clubs. The actual titles and duties of these positions are unique to each division
- Division News Editor
- Club Presidents

Each Lt. Governor may determine additional individuals to participate on the Division Leadership Team.



# *Supplemental:* **Breakout Session Topics**

## **BREAKOUT SESSION #1**

Possible topics for discussion ...

Why are you running for Lt. Governor?

Is it because you love Key Club? Because you want to be in a position of power? Do you want it to look good on an application? Because you want to serve others?

What are the strengths of the division? Areas for Development? What are some possible changes for the division?

As a future leader of the division, you must have legitimate, new ideas.

What sacrifices are you prepared to make in order to be an effective Lt. Governor?

Will you be willing to sacrifice your free time? You won't be able to spend as much time with your friends, on homework, or even with your family.

Do you have what it takes to handle the stressful duties of a Lt. Governor?

What do you hope to gain from becoming an Lt. Governor?

I hope it's not just college apps. You should have fun as a Lt. Governor.

Why do you think you would be a good Lt. Governor?

Are you organized? Do you have good ideas? Can you stick to your plans?

What qualities do you possess that will make you a good leader?

Can you work well with other people? Are you able to delegate work and take responsibility? How well do you communicate and how can you improve?

## **BREAKOUT SESSION #2**

Possible topics for discussion ...

Discuss what it means to be dedicated to something.

How do you prove your dedication? With time? With actions?

What should you be dedicated to? And why?

How can you inspire people? How are you in an inspirational situation?

As a leader, many of your members look up to you. Try to turn them into servants of the community and leaders as well. They will copy what you do.

How are you at the same time, responsible for your behavior?

Be a positive role model because you are representing your club, the division, the district, and even Kiwanis and Key Club as a whole.

What does it mean to serve others?

Take in your members' opinions and make sure that you listen.

You must be diligent and complete your work quickly, accurately and with quality.

What can you do to create new opportunities for the members?

Create new leadership positions through the "task coordinator" position.

Help out officers on a personal level and give them your personal insight based on experiences in combination with what's in the book. Get personal.

## What is Conclave?

Conclave is a division meeting where the Lieutenant Governor is elected.

- Held in January
- Some held as a region or multi-division event
- 50% of the dues paid clubs in the division must be represented
- Up to 2 delegates from each club
- 3-5 minutes for speech; 4 minutes for questions

## HOW TO PREPARE?

### [DO's

- 3-5 minute speech—PRACTICED & MEMORIZED.
- Platform—One piece of paper, front and back.
- GRAPHIC STANDARDS
- Possible Questions?
- DRESS to IMPRESS—Business Professional Attire
- BEE Confident, Enthusiastic, Truthful and all YOU.
- SMILE.

Below is a checklist of the required forms and recommended procedures that you should follow. Failure to complete some of these items on time may result in your ineligibility to run for Lieutenant Governor.

### Required Items

	Done?
Submit your Lieutenant Governor's Service Agreement to Mr. Bruce Hennings and your Region Advisor <u>no later than one week prior to your Division Conclave.</u>	<input type="checkbox"/>
Create a platform. What do you want to accomplish during your term? What will you focus on? Make realistic but appealing goals.	<input type="checkbox"/>
Create your literature adhering to the District policy. Submit your platform to the current Lt. Governor and Region Advisor and declare your candidacy at least one week prior to your Division Conclave.	<input type="checkbox"/>
Write and prepare a main speech and a secondary speech (in the event that there are more than two candidates running for Lieutenant Governor).	<input type="checkbox"/>

### Optional Items (but highly recommended)

Ask for your home club's endorsement.	<input type="checkbox"/>
Attend a Candidate Training Conference.	<input type="checkbox"/>
Practice giving your speech in front of others. Ask your home club and sponsoring Kiwanis club to act as audience. They can provide great feedback for you.	<input type="checkbox"/>
Practice answering questions for the caucus.	<input type="checkbox"/>
Ask your current Lieutenant Governor questions - what the position entails, his/her experiences as a Lieutenant Governor, information regarding clubs, etc.	<input type="checkbox"/>

- **NO** campaigning
- **NO** notices on social network of your candidacy
- **NO** social networking "support teams" or anything related to elections
- **NO** goody bags, giveaways, incentives
- **NO** dressing unprofessionally
- **NO** white socks → dress to impress
- **NO** going over time limit or rambling
- **NO** saying "um", "like", "you guys" or "whatnot"

### DON'Ts]

# Supplemental: The Conclave Process



## Declaration of Candidacy

- Candidates who are from clubs in good standing and properly filed the Service Agreement at least one week before the conclave date may participate.
- Candidate material was provided to the Lt. Governor to be included in the Candidate Booklet.

## The Election

### DELEGATES

- There are only TWO delegates from each club in good standing. However, there can be an unlimited number of members in attendance.



### SPEECHES

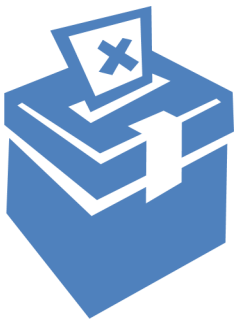
- Each candidate will speak about his/her qualifications for 3-5 minutes in front of the delegates. The other candidates may not be in the room.
- The speaking order of the candidates will be decided by the presiding Lt. Governor.

### CAUCUS

- After the speech, delegates and members in attendance have an opportunity to ask the candidate questions for a time period pre-determined by the presiding Lt. Governor.
- Questions must be relevant and purposeful to Key Club and the selection process. The presiding Lt. Governor and/or the Region Advisor may deem questions inappropriate.

### VOTING

- If there are one-two candidates, there is no need for a nominating conference.
  - If there are more than two candidates, a nominating conference will be held to bring the final number of candidates to two.
  - The delegates vote for one candidate, the two candidates with the most votes proceed to final voting.
- If there is no candidate with a majority (50% +1), there is no winner. A second round of caucusing may be called allowing the delegates a final opportunity to ask questions to reach a final decision.
  - The delegates vote for one candidate.
- If there is a tie, one delegate from each club will participate in a new vote. The presiding Lt. Governor will cast a vote and give this tie-breaking vote to the Region Advisor to hold in case it is needed.
  - The delegates vote for one candidate. If another tie occurs, the presiding Lt. Governor ballot is counted.



### VALID ELECTION

- If there is a candidate with a majority (50% +1), there is a winner

### RESULTS

- Note: Ballots are counted by the Region Advisor and presiding Lt. Governor.
- The winner is announced at the proper time in the agenda.



**The Journey begins...**

# Supplemental: Sample Conclave Speech

Sample provided by 2010-11 Lt. Governor Gloria Chen.

## **RANDOM TIP:**

Make sure that you start off strong. Your delegates will make a quick first impression from how you begin your speech.

Hello my fellow Key Clubber. My name is Busy Bee and I attend CNH High School. I am currently a junior and my club treasurer. I've been in Key Club for the past 3 years and I've enjoyed every moment of it. The chances to volunteer, to help, and to change the world have all inspired me to run for Lt. Governor. The reason why I chose to join Key Club over all the other clubs on our campus was because I knew Key Club was different. Key Club has given me so many opportunities to experience life and I want to run for Lt. Governor to give back it all back.

Introduce yourself. Be friendly and list your background so that your delegates can get to know you personally.

I love Key Club.

## **RANDOM TIP:**

You should list your ideas and goals for the division. Explain them, but use your platform to do the wordy explaining. You want to be concise in your actual speech. Make your goals unique and impressive, but also make sure that they are reasonable.

I am running for Lt. Governor because I know how to take initiative and lead. I want others to feel the exhilaration and joy of being a Key Clubber and making a difference. I want to be Lt. Governor because I believe I can bring out the most of Division 99. I want to encourage and inspire people to do more service because there can never be too much goodness in the world.

## **RANDOM TIP:**

Don't forget to prepare a second speech, just in the case that there is a nomination conference and you have to speak again. The second speech is shorter.

An acronym I have made up to show what I want to accomplish as Lt. Governor next year is called Project Future. F stands for furthering the world as a family. When I work with other Key Clubbers, I feel like we're all a family. I hope that as Lt. Governor, I can make others feel the same way. We all work together to bring out the best in each of us. U stands for United We Serve. As a family, we should all work together to serve those in need. T stands for Taking Initiative. I think it's important for everyone to take initiative and to stand up and do something for the world. We all live in the world together and we should all take initiative to do our part. The second U stands for U and I can make a difference. I know sometimes one can feel intimidated and worried that he or she is not doing much, but everything adds up. I hope I can make everyone feel as if they have contributed to our society. R stands for reaching out. I want to help the Key Club family grow by adding new members to help ignite our plan for a better future. Lastly, E stands for Efforts never go wasted. Nothing ever goes to waste when everyone does something. Every little piece adds up and together, our world will be a better place.

You may want to further explain your platform, although you have plenty of space on your literature as well.

## **RANDOM TIP:**

Should I put it in my speech or in my literature? If it's wordy, or hard to explain, you should probably put it in your literature. However, if it's something personal, or something that's you're really passionate about, it'll have a much stronger effect if you put it in your speech.

I've said a lot about what I want to accomplish but I haven't told you why I'm best fit to be your next Lt. Governor. I'm perfect for this position, because I have what it takes, and I understand the

## **RANDOM TIP:**

You can talk big, but can you back it up? Talk about some experiences where you have proved your worthiness, or events in Key Club that have changed you as a person.

List your greatest qualities and why you're a leader. It's okay to brag in your speech. Just not too much.

commitment necessary. I am a great leader and I have the energy to pump everyone up and take action. I am assertive, organized, loud, happy and fun. I also love to make new friends. I have made so many new friends these past 3 years and I just want to be able to have others share the same experience. I also know how to prioritize very well, because I know that procrastination leads to stress and failure. I know I must be efficient and punctual to succeed as Lt. Governor. I plan to work closely with each club and the region adviser and to implement Project Future as soon as possible. If you vote for me as Lt. Governor, I know you would be making the right decision. You would be voting for a person who is dedicated to Key Club, who loves Key Club, and one who can lead Division 99. I love Key Club more than you can imagine and Project Future will bring us a bright and beautiful future.

## **RANDOM TIP:**

Don't make your speech cliché. Make it short, but personal and unique.

## **RANDOM TIP:**

DEFINITELY memorize your speech if you have time. (bring up flash cards) It'll show that you're committed to what you're doing, and you put time into preparing for Conclave, instead of just pulling everything together last minute.

## **RANDOM TIP:**

List all of the reasons why you're a great leader, but also address your weaknesses and tell the delegates how you can overcome them and turn them into strengths.

Remind delegates why you're the qualified to lead and the perfect fit for your division.

## Supplemental: Possible Caucus Questions

Questions used during caucusing should be focused on **identifying the most qualified candidate**. Since the caucus time is limited, delegates should be asking pertinent questions; however, you should be prepared for a wide spectrum of questions. These are merely a sample. The answers to these questions and more can be found with some research on the CNH CyberKey and Key Club International website and a little creativity.

1. Why do you want to be Lt. Governor?
2. How can you promote and encourage CNH Ohana?
3. Who is the District News Editor and what does s/he do?
4. Who is the District Treasurer and what does s/he do?
5. Who is the District Tech Editor and what does s/he do?
6. Who is the District Secretary and what does s/he do?
7. Who is the District Governor and what does s/he do?
8. Who is the District Administrator?
9. Who is our International Trustee?
10. Who has most influenced you to become a leader?
11. Who from CNH serves on the International Board?
12. What's your favorite service project?
13. What will be your focus as Lt. Governor?
14. What plans do you have to better unite the Division?
15. What is the division's greatest strength?
16. What other divisions are in your Region?
17. What major Key Club events have you attended?
18. What is your favorite service event? Why?
19. What is your favorite part of District Convention?
20. What is your favorite Key Club service event?
21. What is your favorite Key Club memory?
22. What is your favorite Key Club cheer?
23. What is the role of a Lt. Governor?
24. What is the most unique thing about you?
25. What is the most important quality of a leader?
26. What is the Key Club motto?
27. What is the Key Club mission statement?
28. What is the importance of paying dues on time?
29. What is the Eliminate Project?
30. What is one thing you would change for your division?
31. What ideas for division service projects do you have?
32. What experiences do you have in Key Club?
33. What experience do you have as a leader?
34. What does UNICEF mean to you?
35. What does the CMN mean to you?
36. What does PTP mean to you?
37. What does community service mean to you?
38. What clubs make up the Kiwanis Family?
39. What are your plans after being Lieutenant Governor?
40. What are your best and worst qualities?
41. What are things you would sacrifice as Lt. Governor?
42. What are the objectives of Key Club?
43. What are the core values of Key Club?
44. Identify Key Club's Preferred Charities and Programs?
45. Perform your favorite Key Club cheer.
46. Name three things that you love about your Division
47. Name three important people in your life.
48. Name the current President of Key Club International.
49. Name all of the clubs within your Division.
50. How will you utilize your assistants?
51. How will you utilize your Division News Editor?
52. How will you stay motivated towards the end of your term?
53. How will you recover from your mistakes as a leader?
54. How will you recognize outstanding members?
55. How will you plan division events?
56. How will you increase Kiwanis Family bonds?
57. How will you increase division spirit?
58. How will you promote positive, supportive spirit?
59. What are the core values of Key Club?
60. How will you promote the core values of Key Club?
61. How will you increase DCM attendance?
62. How will you help your officers get distinguished awards?
63. How will you handle outside activities with this position?
64. How will you handle criticism?
65. How will you handle academics?
66. How will you effectively voice your division's concerns?
67. How will you effectively train your officers?
68. How will you create new leadership positions?
69. How will you be a role model for the rest of the division?
70. How will you balance Key Club and a social life/family/school?
71. How will you avoid procrastination?
72. How will you assist your weakest clubs?
73. How well can you work with other people?
74. How proficient are you at using a computer?
75. How many Regions are there in the CNH District?
76. How many members does CNH have?
77. How many Divisions are there in the CNH District?
78. How many districts are there in Key Club?
79. How has Key Club impacted your life?
80. How do you plan to enhance the member experience at DCMs?
81. How do you plan on connecting with the clubs?
82. How do you plan on being organized, if elected?
83. How do you deal with an officer that doesn't listen or respond?
84. How can you implement change within the Division?
85. How can social networks help our Division?
86. How can social networks hurt our members?
87. How are you going to balance your time as Lt. Governor?
88. Do you think that clubs should focus on getting awards?
89. How can you provide and promote balance between the social and service aspect of Key Club?
90. Describe the structure of the Key Club organization.
91. Describe the purpose of Graphic Standards & what they are.
92. Describe Key Club in a single word and explain.
93. Define how to be a good Key Clubber.
94. As a leader, how will you motivate people?
95. Why should we vote for you?



### BEE THE AUDIENCE

- Are you talking to Key Clubbers or Kiwanians? Adjust so your audience understands your message and topic.
- What's your setting? Adjust your formality depending on your situation.
- You should be respectful to everyone in your audience – Kiwanis and peers alike.
- Avoid “slang” and colloquialisms as much as you can.
- Have confidence. You're the leader in this situation and your members will listen to what you have to say.

### YOUR VOICE

- Make sure your tone is appropriate for the audience.
- BEE yourself and show your personality.
- BEE excited or your audience will get bored.

### BEE EXPRESSIVE

- Smile when you are talking to people.
- Show that you are passionate about your topic.
- Do not be intimidating and smile with your eyes.
- Make eye contact with your audience.
- You should make a personal connection to the members and make each member feel unique.

### AWKWARD SILENCE

- Use pauses after speaking to emphasize certain points.
- When asking a question, repeat it twice to make sure the audience understands it.
- Repeat important points in a conclusion.

### HEARING vs. LISTENING

- You can talk, but does your audience listen?
- Hearing is just noise, but an audience that's listening will actually leave with a new purpose.
- When you write an email or make a phone call, was it worth your audience's time?
- Ask for suggestions from the members you serve and make sure that you listen and incorporate their ideas.

### COMMUNICATION WITH OFFICERS AND MEMBERS

- Phone calls: more personal but easy to forget. Calls are more personal than emails because you get to hear the

tone in people's voices but should always be followed with an email recap of the conversation for later recall.

- E-mails: thoughtful, consistent message; provides documentation for later reference. Drafts should be reviewed before sending to ensure quality details and a purposeful message is being sent.
- Professionalism: try to not to be intimidating.
- You are a representative of the District at all times.
- Use Facebook groups for marketing and promotion, but DO NOT conduct official Key Club business on social networking sites.
- Marketing vs. Event Planning: You are allowed to advertise events such as fundraisers and DCMs, but you cannot delegate work, ask for help, or make decisions on social networking sites.

### COMMUNICATION WITH ADULTS

- Be straightforward and to the point.
- Discuss what times are convenient to call.
- Find out what is their preferred method of communication.
- Discuss how funds and orders will be handled for division items. Develop timelines to address division expenditures so that the procedures are followed.
- We must be respectful of their time. Our region advisors and Kiwanians have real jobs, and they are volunteering their time.
- Never be afraid to ask for help. They will always help you.

### KNOW OUR HISTORY

The very first Key Club was chartered in Sacramento, California in the year 1925. Students at Sacramento High School sent a petition to the Kiwanis International office asking to be chartered as a junior Kiwanis Club. It came to be known as Key Club because it was made of “key students” throughout the school. By 1939, about 50 Key Clubs had been chartered. Since then, it has grown into an international organization with 270,000 members.



## THE FOUNDING FIVE

The first five clubs to be officially chartered as Key Clubs were Sacramento, Monterey, Oakland, Hemet, and Edison. Key Club continued to grow by chartering neighboring high schools. By 1947, Key Clubs were forming in Nevada and the formation of our district began.

## CALI-NEV-HA DISTRICT FORMATION

The first District Convention was held in Oakland, California in 1948, and was attended by 80 members from 23 clubs. John Cooper of Oakland Technical became the first District Governor.

## STRUCTURE

Six organizational structures used by CNH Key Club:

- Membership: EVERYONE.
- Club: individual school or institution.
- Division: 2-16 clubs.
- Region: multiple divisions.
- District: 3 states.
- International: ALL Districts and territories.

## DIVISIONS

A division is comprised of anywhere from 2 to 16 Key Clubs in a close geographic area. The division is served by a Lieutenant Governor, assistants (number based on clubs in the division), and Division News Editor. Each division has a number correlating to the Kiwanis division. Some of the divisions also have extensions. The divisions use color schemes and a mascot to identify themselves and to promote unity. The Lieutenant Governor of a division conducts division council meetings (DCMs), lends support to officers/members, and serves as a liaison between the clubs and the district. He or she represents the clubs at district board meetings.

## REGIONS

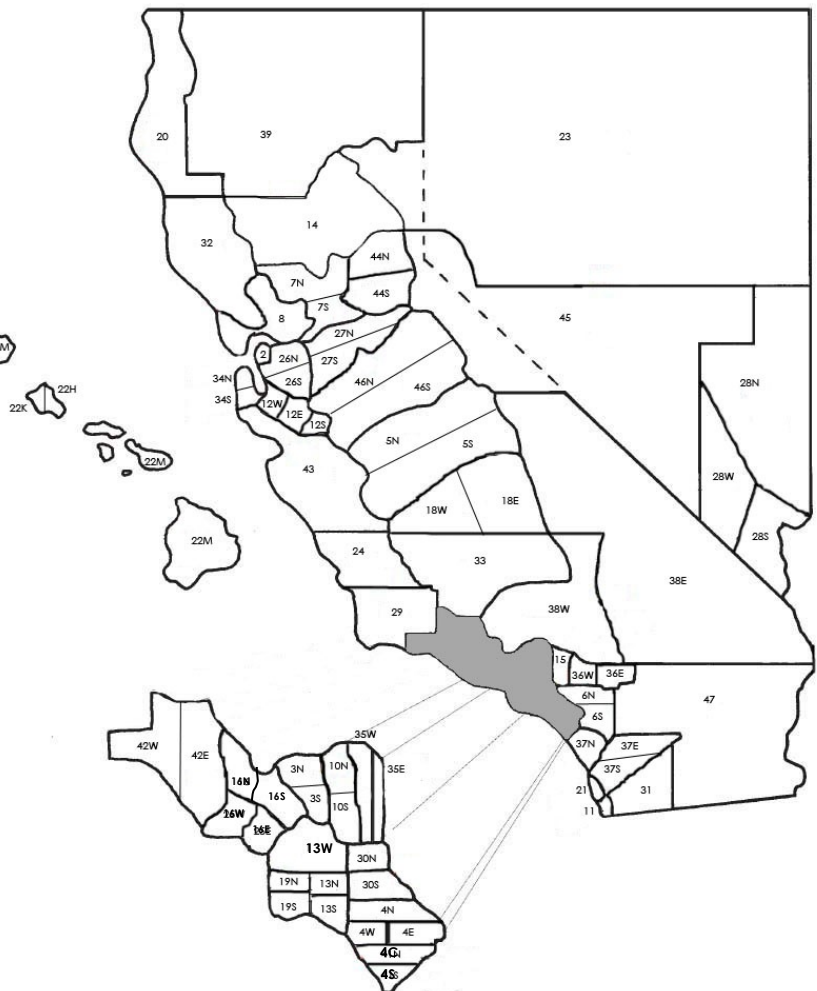
Regions are made up of one or more divisions in the same geographic area. The Division leaders host a Region Training Conference in the fall. Some plan other training and events for the members.

## DISTRICT

The district is made up of the executive board (Governor, Secretary, and Treasurer), editors, committee chairs, and the Lieutenant Governors. Together, they provide training and resources, plan rallies, District Conventions, and serve the members. There are 33 districts in Key Club International. Some areas are considered Districts-in-formation.

## INTERNATIONAL

The Key Club International Board is made up of the International President, Vice President, and 11 International Trustees. They bid for endorsement at their home District Conventions and then move on to campaign at International Convention.



## WHAT IS “KEY CLUB ETHICS”?



Key Club ethics entails understanding what is right from wrong, deciding to follow the right path, and following through with decisions whilst handling any repercussions.

Key Club is a community service organization at its core, so our dedication and purpose should always be to help the community. While Lt. Governors have social aspects and competitions, they should not lose focus on why they are a member in a service organization.

The Key Club vision is to develop competent, capable, and caring leaders. Furthermore, the core values of Key Club are: leadership, character building, caring, and inclusiveness. What are some ways that we can promote these ideals as leaders?

Lt. Governors must follow these guidelines to lead lives with a moral obligation to others and themselves. Key Club International was created to help our communities, so we must choose to follow laws, rules, and regulations and encourage their members to do the same.

Lt. Governors must be ethical and honest in all of their work, including reports, records, and service. They must remember that every action reflects Key Club, so Lt. Governors must develop a filter to take in information and act accordingly by remaining unbiased and selecting the best option that neither harms anyone nor violates rules. Every action of a district officer should be in furtherance of the Objects of Key Club and Kiwanis International.

The correct way to problem solve is to work collaboratively with other people, which consists of the Region Advisors, Kiwanis Advisors, and all other members involved. Sometimes it will be difficult to see what is “right” or “wrong”, and you might have to ask for help. Situations may arise where you have to choose between keeping your integrity and helping yourself or friends.

Remember that your character will always be on trial. You should try to choose the right decisions in Key Club, campaigns, officer terms, and life. This will bring about true accomplishment and fulfillment.

## WHY ARE ETHICS IMPORTANT IN KEY CLUB?

As a Lt. Governor, one is not only a role model to one’s division, but also a representative of Key Club. Therefore, one must make sure to embody the Key Club core values in whatever one does.



Trustworthiness | Respect | Fairness  
Caring | Citizenship | Responsibility

Individually, none of these qualities are superior.  
They are all equally important, contributing to the basis of ethics.