



CNH | KEY CLUB

MR Task Coordinator Guidebook | 2021-2022

2021-2022

MEMBER

*recognition*

**TASK COORDINATOR GUIDEBOOK**

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## INTRODUCTION

### ***Buzz Buzz, Bees!***

My name is Rachael Zheng, and I serve as your CNH Member Recognition Chair for the 2021-2022 term. Recognition has always been a very important aspect of Key Club. Our thousands of officers, members, and advisors continually support their communities and each other. The amount of work and dedication put forth by our Key Clubbers deserves recognition. **But how do we recognize our members and clubs throughout the year?**

In this manual, we will be going over the general tasks for a Division Member Recognition Task Coordinator. This manual will help **solidify** the roles and duties of the task coordinator position. Additionally, this manual will also go over the Division Judging Committee, which is one of the most important aspects of serving as the Member Recognition Task Coordinator! Remember, sometimes **recognition** can help spark that potential in a member to step up and become a servant leader. I hope to see you recognized at DCON 2022!

If you need any help during the term, please feel free to contact me at [mr.chair@cnhkeyclub.org](mailto:mr.chair@cnhkeyclub.org)!

***Buzzin' with Service,***  
Rachael Zheng



# GENERAL *tasks*

**As your Division's Member Recognition Task Coordinator, it is extremely important for you to understand all things related to Member Recognition and promote recognition all year long!**

- ★ Read through all contest guidelines provided on the CNH CyberKey ([cnhkeyclub.org](http://cnhkeyclub.org)) to gain a better understanding of all the contests.
  - To find the contests, go to [cnhkeyclub.org](http://cnhkeyclub.org) > Recognition > Contests
- ★ Consistently promote our contests and awards to the Division you serve.
  - Create graphics, newsletter publications, videos, and etc. to encourage members to apply for our contests!
- ★ Assist your Lieutenant Governor in the selection of your Division's monthly awards (i.e. Member of the Month, Officer of the Month, Advisor of the Month, Club of the Month, etc.).
  - Use a nomination form, rubric, or any other method you prefer to ensure a fair selection process in award recipients.
  - Create and distribute certificates for the award recipients of monthly awards.
- ★ Appoint the Division Judging Committee to assist in judging the Division Contests.
  - More information about the Division Judging Committee can be found on Page 4!
- ★ Fulfill any other tasks that your Lieutenant Governor assigns to you.

# DIVISION *judging* COMMITTEE

**Division judging is the process that a Lt. Governor needs to go through to appoint a Division judging Committee to judge the Division Judged Contests to recognize their clubs, members, and advisors.**

## **Division Judging Committee Criteria**

- ★ At least **1/3** of our clubs within our division must be represented in the committee (preferably one member from each club).
- ★ At least **1/2** of the DJC members must be **non-elected/non-appointed** Key Club members.
- ★ Membership in the DJC is voluntary. You **may not** coerce people to join.
- ★ DJC must have **no fewer than 6 people**.
- ★ All members must be given equal opportunity to join the DJC. Encourage members to join the DJC publicly (DCMs, Division Reflectors, etc.).
  - DJC members should be chosen based on character, Key Club contributions, enthusiasm, and timeliness.

## **Division Judging Committee Basics**

- ★ **The committee will judge the following contests:**
  - Club Attire
  - Club of the Year
  - Faculty Advisor of the Year
  - Kiwanis Advisor of the Year
  - Member of the Year
  - Most Improved Club of the Year
- ★ **CLUBS ONLY COMPETE AMONGST OTHER CLUBS WITHIN THE DIVISION**
- ★ **The highest scoring submission will be sent into the District for judging.**

# DIVISION *judging* COMMITTEE

## Creating a Division Judging Committee

- ★ **Promote the importance of Member Recognition early on!**
- ★ Encourage contest submissions for all clubs
- ★ Decide and finalize a Submission Deadline date for all Division Judged Contests
- ★ Create an application for the Division Judging Committee
- ★ Assign members of the DJC to judge the Division contests
  - Ensure that all members of the DJC understand and can appropriately judge the contests assigned
- ★ The Division Judging Manual is available on the **RESOURCES** section of the guidebook on Page 6.

## Division Judging Committee Logistics

- ★ The committee will use the rubrics located in the **Division Judging Manual** to judge.
- ★ Make sure to provide them Mock E-Portfolios before to provide them training on how to judge with the rubric.
- ★ There is also a Division Judging Waiver they MUST fill out [HERE!](#)

## IMPORTANT INFORMATION

- ★ Judges **MAY NOT** judge submissions from their home clubs.
- ★ Recommended: Create a Google Form for your Division Judging Committee applications!

# RESOURCES

To assist you in performing your duties to the best of your abilities, here are resources that can guide you throughout the entire process!

## Division Judging Waiver

- ★ To ensure that all committee members understand their responsibilities and duties, be sure to have all of them sign the Division Judging Waiver.
- ★ Have your committee fill out the waiver BEFORE the date you and your committee meet to judge the contests.
- ★ Here is the [Division Judging Waiver](#)

## Division Judging Manual

- ★ This manual will be used during the day you and your Division Judging Committee judge all the Division Contests.
- ★ It is important to familiarize yourself and your committee on all the criterias for the contests.
- ★ You can email this manual ahead of time to allow your committee to familiarize themselves with what they should be looking for in the submissions.
- ★ Here is the [2020-2021 Division Judging Manual](#)

## Sample E-Portfolios

- ★ Many officers or members are not familiar with what an e-portfolio may look like or what it should consist of. Referencing a few of these sample e-portfolios will give you and your committee a better understanding of what you should expect in a submission.
- ★ Here are the [Division Judging Sample E-Portfolios](#)

## CNH Member Recognition Chair

- ★ The 2021-2022 CNH Member Recognition Chair is **Rachael Zheng** from Division 2 North!
- ★ Contact her through her email at [mr.chair@cnhkeyclub.org](mailto:mr.chair@cnhkeyclub.org) if you have any questions, comments, or concerns!

THANKS  
*for*  
READING

**Good luck on all things  
Member Recognition!**