



Member Recognition Coordinator Handbook 2018-2019

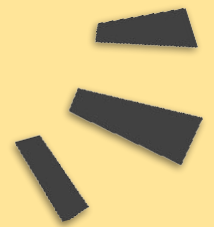




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hello cnh bees!

Congratulations on being appointed as the Member Recognition Coordinator for the division you serve! I applaud you for your dedication in taking the job in assisting other members with receiving recognition for their hard work. It is your duty to ensure that all of the members and advisors in your respective Division understand the different recognition contests offered. Throughout the term, if you have any questions, comments, or concerns regarding contest details or anything else, remember that I am here to serve you! Please do not be afraid to reach out. Although one should not work for recognition, one should always do work worthy of it. Continue to serve your community to the best of your abilities so that you, along with the other members in your division can be recognized for your hard work and dedication!

from the
**Member
Recognition Chair**



what is a member recognition coordinator?

A Member Recognition Coordinator (MRC) is a possible appointed position in the Division Leadership Team. The MRC is in charge of assisting the Lieutenant Governor in assisting members and advisors with the District and International contest guidelines provided by the CNH District Member Recognition Committee.



- Subscribe to the CNH Key Club Recognition Google Reflector!
- Assist the Lt. Governor with monthly recognition at Division Council Meetings. (Utilize the certificate templates available on the cyberkey or make your own!)
- Be a resource to all members in the division(s) you serve. (Become educated about each contest so that you are able to answer any questions that may arise.)
- Serve as a judge for District Judging Committee. (Applications will come out closer to District Convention.)
- Promote applying for Contests, which are uploaded on the Cyberkey here.
- Remind members about the district contests deadlines.
- Assist the Lt. Governor in gathering members to form a Division Judging Committee to judge contests on the division level (Ex: Club Attire, Member of the Year, Club of the Year, etc.)

April-August:

- ❑ Create “recognition goals” with your LTG.
 - ➔ For example, ## of MRP submissions, ## of Distinguished Clubs, ## of Division/District Judged Contest Submissions.

September:

- ❑ Host recognition workshops at Region Training Conference.
- ❑ Set a Division Judged Contest Deadline.
- ❑ Follow the DJC Handbook to gather members to **form** a Division Judging Committee.
 - ➔ Make sure there are enough judges to fulfill the 5 to 12 judge number requirement and that the officer to non-officer ratio is fulfilled.

October:

- ❑ **Train** Division Judging Committee
 - ➔ Ensure that each member understands the rules and regulations of being a judge.

January:

- ❑ Judge Contest Submissions and turn in results to your respective Lt. Governor.

*April:

- ❑ Assist with the End of the Year Banquet awards.



All Year:

- ★ Find different ways to recognize the members at DCMs.
- ★ Keep an eye out for “easy” things clubs can get recognition patches for such as early bird dues payments and District Tree. Help relay information regarding these patch awards to clubs and assist with form submission processes.
- ★ Promote the CNH Key Club Recognition Google Reflector.
- ★ Promote the different contests available and encourage clubs to apply.