



CNH | KEY CLUB



RUNNING FOR DISTRICT OFFICE





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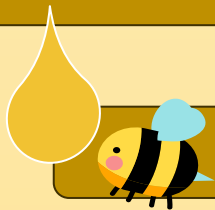
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INTRO

D30N Alexis Jung

Welcome Best Bees!

This guide shares the details of running for our beloved and prestigious CNH District!

Best of luck to you all,



D10S Chloe Liu

DISTRICT EXECUTIVE DUTIES

- **Standards**
 - Abide by District policy
 - Service: minimum of 50 service hours
- **Communication**
 - Send emails to District Board (DB)
 - Create Google Reflector group and group chat for District Board
 - Communicate with District Administration (DA) weekly
- **Events/Meetings**
 - Attend international events to represent CNH
 - Hold and attend District Board meetings
 - Attend District Leadership Team meetings
 - Hold core calls with Lieutenant Governors (LTGs)



DISTRICT GOVERNOR (DGOV)

- Lead Board Training Conferences and Board Meetings
- Complete monthly reports for District and International
- Plan, attend, and host Fall Rally
- Evaluate performance of entire District Board (DB)
- Work with DB to approve budgets
- Lead and meet with the District Leadership Team
- Delegate and assist in prioritizing tasks for Executive Team

DISTRICT SECRETARY (DSEC)



- Record and publish meeting minutes
- Submit District Team Directory, CNH Club Directory, and quarterly addendums to International
- Deliver a status report at all board meetings
- Create and update the Secretary Reflector group
- Collect minutes of committee reports
- Educate club secretaries and LTGs on navigating MRF
 - Informational calls, videos, visuals, manuals
- Collect Division MRFs (DMRFs)
- Recognize LTGs for 100% on-time submissions



DISTRICT TREASURER (DTREAS)

- Create and modify district budget
- Present a treasurer's report at all board meetings
- Create a Club Treasurer's Google Reflector
- Educate District Board on vouching, Member Update Center (MUC), and reimbursement
- Collect and send out information regarding dues
- Publish treasurer training manuals and fundraising manuals

REQUIRED REGISTRATION

District Officer Candidate Training Conference (DOCTC):

- Registration required prior to DOCTC

Intent to Run Form:

- Demonstrates that you are planning to run for a District Office

Service Agreement:

What is a Service Agreement?



It is a legal document with signatures that need to be completed in order to run for District Office.

What does it contain?

- Rules, regulations, and duties
- Confirmation of support from
 - Region Advisor Team, Kiwanis, school, and home
- Transportation release form
- Code of Conduct
- Consent to Key Club Events
- Medical Authorization
- Require signatures of guardians, advisors, & principal

All forms and their respective deadlines will be posted on the CNH CyberKey (cnhkeyclub.org).

CANDIDATE'S PROFILE & LITERATURE



Candidate's Profile:

- Section to list prior leadership experience.
 - Key Club elected and appointed offices, other extracurricular positions, and awards.
- Several free response questions.
 - Questions may change from term to term.

Literature:

- One-sided page to display qualifications and plans.
- Include name, candidate position, picture, goals, qualifications, platform, and potential endorsement from home Division.
- Will be printed in black and white.
- Must be submitted on-time to the PIE Chair before District Convention.

Diane Dao
for CNH DISTRICT GOVERNOR

Hey CNH!
My name is **Diane Dao** & I would be honored to serve you as the **2022-2023 CNH District Governor**.

goals

- ★ 950,000 SERVICE HOURS
- ★ \$275,000 RAISED FOR PTP
- ★ 40,000 DUES-PAID MEMBERS
- ★ 5% Increase in membership PER DIVISION
- ★ 8 service hours PER MEMBER every QUARTER

Key Club has been the source of my personal growth for the past three years – and from the Zoom services to 1.5 hour spirit gear prep, I have only found more reasons as to why this organization **holds a special place in my heart** – and in the hearts of thousands of members. My desire is to share my passion to ensure every member **creates the moments that will forever leave an imprint on their high school journey**. I hope to embark on this next term together - because in CNH, **even the sky won't limit us**.

servicing beyond ANY sky. *Diane Dao*

CNH, together we'll go beyond any...

SURPASS
As District Governor, I will strive for success - breaking our goals into months & quarters, creating **attainable numbers**. Whether it's through Service Project guides, direct assistance to clubs, or in-depth training to the CNH District Board, I am **determined** to forge the resources that will **take us past our goals**.

KINDLE
I will kindle an environment where relationships can bloom - focusing on **steady communication** through office hours and video updates, & my **unfaltering passion to serve**. By creating more user-friendly platforms for member & officer access, the CNH Hive will be **more connected than ever**.

YOU
My focus is helping **YOU** find opportunities to serve, lead, & inspire - whether your journey is coming to a close, or you've only just begun. As your District Governor, I will lead **YOU** with guidance, innovation, & friendship to take your Key Club experience **beyond any sky**.

new plans

- ★ Google Form to schedule **Dues Payment & Monthly Report Form Assistance**
- ★ Integrate **office hours** for all District Board members for easier accessibility
- ★ Upgrade CNH CyberKEY's **user-interface**
- ★ Construct a **Service Project directory** for consistent access to project ideas
- ★ Rebrand CNH YouTube as a resource, with Quarterly District Updates

qualifications

As Division 04 West Lt. Governor:

- ★ 4,000 hour increase in service
- ★ 600% increase in PTP donation
- ★ 100% Dues-Paid Division
- ★ Increased membership by 44%
- ★ Member Recognition **Committee Secretary**

Other:

- ★ D04W Executive Assistant (2020-2021)
- ★ Distinguished Vice President (2021)
- ★ MRP Gold Recipient (2021)

UNANIMOUSLY ENDORSED BY DIVISION 04 WEST

OTHER CANDIDATE MATERIALS

Candidate's Promotional Video:

- The Candidates Promotional Video is an opportunity for members to get to know candidates better.
- The PIE Committee gives each candidate questions to answer. Candidates can explain their ideas and share other messages that they wish to communicate to CNH members.
- The video will be accessible on the CNH Key Club Youtube channel during DCON.



Division Endorsement

Guidelines:

- Candidates running for a District Executive Position may ask for endorsement from their home Division.
 - It is recommended for this to take place at their home Division's Conclave.
- If they are unanimously supported they may write "unanimously endorsed."

NO Campaigning Allowed:

- The use of gifts or distribution of any other material (i.e. pins, candy, etc) is strictly prohibited.
- Failure to abide by this rule may result in the candidate forfeiting his or her candidacy.

DCON PREPARATION



Speeches & Caucus:

- Each District candidate and International endorsement candidate is given a set amount of time to give a brief speech that details their goals and qualifications.
- Immediately following the speech, the candidate will have a period time to answer any caucus type questions from delegates. A set amount of time will be applied for all candidates to ensure fair treatment.
- A nominating conference may occur in the case of more than two candidates for one position.

Election Process | Caucus Questions

Tip: When asking questions, remember that your goal is to make an informed decision regarding their candidacy, not make inappropriate comments!

PERSONAL QUESTIONS

1. Why did you decide to run for this position?
2. How has Key Club shaped the way you view community service?
3. Who was your biggest influence?
4. What does service mean to you?
5. How can social media positively or negatively influence our district?
6. What is your stand on abiding by Graphic Standards? (hint: look at their literature to check if they followed standards)
7. What are your best and worst qualities?
8. Why did you first join Key Club?

GOVERNOR QUESTIONS

1. What will you do to provide help to club officers, specifically Presidents and Vice Presidents?
2. What qualities do you think make a good Governor and how can you develop these?
3. What are some ways you can promote an increase membership?
4. How will you represent CNH's interest in Key Club International Business?
5. In what new ways will you utilize committee chairs to further progress achieving District?

SECRETARY QUESTIONS

1. Explain the most important traits of being a successful District Secretary and how you reflect?
2. Explain the importance of the Monthly Report Forms and turning them in on time.
3. What kind of support will you provide club secretaries?

TREASURER QUESTIONS

1. Dues can sometimes be viewed as expensive, how will you address this issue?
2. What benefits are received by members from District and International dues?
3. How will you encourage clubs to pay dues on time?
4. How do you plan for clubs to reactivate their charters?

MISCELLANEOUS QUESTIONS

1. What is one major goal you wish to accomplish through the position you are running for?
2. Name all of the District Committees
3. Who is our current Kiwanis District Governor?
4. Who is the International Trustee assigned to our district?
5. How many divisions are in CNH?
6. Name the four Key Club International preferred charities.
7. How did Key Club get its name?

Speech:

- Each candidate will give a speech within a set time limit.
- Speeches may include goals, qualifications, etc.
- All the other candidates running for that same office will remain outside of the room until it is their turn.



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***Thank you
for reading!***

