

## Candidates Packet 2010

Inside this packet, you will find: important information, helpful hints, a checklist, sample caucus questions, and service agreements. Service agreements must be read, signed, and given to Governor Rich by the Friday of Convention, February 26<sup>th</sup>. If you are running please notify Rich via e-mail by February 19<sup>th</sup> so that caucus times can be planned accordingly. If you have any questions about the procedure for running, any of the terms used in the following material, don't know an answer to a caucus question, or have general questions or concerns, please contact Rich at [rich.cki@gmail.com](mailto:rich.cki@gmail.com).

### Important Information:

The positions you can run for are: Governor, Secretary-Treasurer, Editor, and one of the five Lieutenant Governors. The Committee Chair positions are appointed by the Governor and District Board after the Convention. If you run for a position and are not elected, you have the option to drop down to another position which has not been voted on yet during the second House of Delegates. In order to run for office you must be nominated in at least one of the House of Delegates.

### Helpful Hints for Running for District Office

- \***Always act and dress professionally during the Convention.** You should be modeling what you want to see in a district officer.
- \***Be prepared!** Look over the candidate questions, ask the current district officers questions about their positions and read the information available from the district and international Web site.
- \***Create a platform.** You should have specific plans for what you want to do as a district officer and where you want the future of the New England District to look like. Base this on what you want, chances are, the delegates also want to see something similar.
- \***Meet the members who are at the Convention** but do not make everything about your campaign. Be genuine, no one wants to feel like you are talking to them merely to get their vote.
- \***Take the election seriously.** It does not matter if you are running unopposed or against multiple candidates, the future of the district is serious and should not be taken lightly.
- \***Ask the people who are nominating and seconding your nomination in advance.** Having this done early will help to ease some of your stress during Convention.
- \***Take some time for yourself during the Convention.** Even if it is just 15 minutes, this will make a difference in your attitude and mindset for the weekend.
- \***Prepare your speeches ahead of time.** This will do wonders for easing your stress load.

## Checklist for District Officer Candidates:

- \_\_\_ Endorsement from your home club.
- \_\_\_ Campaign literature for all Circle K members.  
(Contact Convention Chair, Matt Dellea, mattdellea@gmail.com closer to the date of convention to get an approximate number of how many you need to print)
- \_\_\_ Attend the candidates' meeting on Friday of Convention.  
(This will be before opening session. Check your program when you register to see the location.)
- \_\_\_ One person to nominate you and one person to second your nomination at opening session on Friday evening.
- \_\_\_ A delegate to nominate you and a delegate to second your nomination at the first House of Delegates on Saturday morning.
- \_\_\_ A speech for the second House of Delegates on Sunday morning; candidates for District Governor – 3 minutes; all other candidates 1 minute.
- \_\_\_ (Optional) Someone to introduce you at the divisional caucuses and a person to pass out literature.
- \_\_\_ Service agreement and minimum membership requirements read, signed and handed into the District Governor, Rich Henderson, before the first House of Delegates in order to caucus; before the second House of Delegates in order to run for office.

**All 2009-2010 District Board members are ineligible to nominate, second a nomination, campaign, or assist any candidate running for 2010-2011 District office.**

## New England District Sample Caucus Questions



1. Why did you join Circle K?
2. What does Circle K mean to you?
3. How has Circle K benefited from your involvement?
4. What does commitment mean to you?
5. What is your greatest strength? Weakness?
6. In what ways do you think that you can make a contribution to our organization?
7. Give three adjectives to describe yourself.
8. What has been your favorite experience in Circle K?
9. What is your favorite service project?
10. Describe your personal time management techniques. How successful are they?
11. Why are you seeking this office?
12. What have you done to improve your club this year?
13. Describe why you believe you are qualified for this office.
14. Describe the responsibilities of this office.
15. What other school activities are you involved in?
16. What is the Service Initiative?
17. Who is the most important person in Circle K?
18. What is Circle K International?
19. Who is the Circle K International President?
20. Who is New England's International Trustee?
21. What is the Circle K International motto?
22. Who originated the idea of Circle K? When?
23. How many members do you need to charter a club?
24. Name the Kiwanis Committee responsible for all Circle K activities.
25. When were females accepted as members of Circle K?
26. Who is this year's New England District Governor? Last year's?
27. Name all the New England District Divisions and their LTGS.
28. What is the name of the New England District publication?
29. What do you see as the main priorities of the District Board next year?
30. What qualities should a successful officer possess?
31. What are your long and short-range goals and objectives?
32. How do you plan to achieve your goals?
33. What accomplishments have given you the most satisfactions?
34. Do you have a job? Will you be able to take time off to travel?
35. How many newsletters do you plan to publish this year?
36. When do you plan to graduate?
37. How well do you work under pressure?
38. How will you be able to manage both school and Circle K activities?
39. What is the vision of Circle K International and why is it important?
40. If someone who knew nothing about CKI asked you what it is, how would you respond?
41. What is your past leadership experience? How can this help you?
42. When are District and International dues due?
43. How would a friend describe you?
44. What is the CKI pledge?

2010-2011 District Governor Service Agreement

The following service agreement is to be signed by all who wish to run for District Governor for 2010-2011. This outlines the minimum requirements of the District Governor.

If elected, I agree to do the following:

- Abide by all the policies and procedures as set forth in the Circle K International Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K district.
- Attend the following:
  - (Dates subject to change) Transitional Board Meeting (March 2010)
  - GATC (April 2010)
  - Board Training (June 2010)
  - International Convention (August 2010)
  - Kiwanis Convention (late August 2010)
  - Regional Officer Training Seminars (September 2010)
  - InterNECK (mid-late October 2010)
  - KPTI Day (early November 2010)
  - Kiwanis Fall Trainer (November 2010)
  - Convention planning meeting (January 2011)
  - District Convention (February 2011)
  - Kiwanis Mid-Winter Conference (March 2011)
  - Transitional Board Meeting (March 2011)
  - Key Club District Convention (April 2011)
- Visit each division at least once.
- Submit an article to each issue of *Lobster Tales* and articles to other Kiwanis Family publications.
- Prepare the agenda for each district board meeting and preside over each meeting.
- Maintain the following district reflectors: District Board and District General Membership
- Submit expense reimbursement requests to district Financial Counselor in a timely manner.
- Maintain files with proper documentation of activities and be prepared to submit them to next board by April 1<sup>st</sup>.
- Correspond with each board member, district administrator and International Board counselor on a bi-weekly basis.
- Submit all required forms and reports to Circle K International in a timely manner.

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Candidate for District Governor

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Date

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Received by 2009-2010 Governor

-----, candidate for District Governor, has met the minimum requirements to be a member of the Circle K club of ----- . This includes, but is not limited to, being a dues paid member of the club.

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2009-2010 Club Officer

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Date

2010-2011 District Secretary/Treasurer Service Agreement

The following service agreement is to be signed by all who wish to run for District Secretary/Treasurer for 2010-2011. This outlines the minimum requirements of the District Secretary/Treasurer.

If elected, I agree to do the following:

- Abide by all the policies and procedures as set forth in the Circle K International Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K district.
- Attend the following:
  - Transitional Board Meeting (March 2010)
  - Board Training (June 2010)
  - Regional Officer Training Seminars (September 2010)
  - InterNECK (late October 2010)
  - KPTI Day (early December 2010)
  - Convention planning meeting (January 2011)
  - District Convention (February 2011)
  - Transitional Board Meeting (March 2011)
- Record minutes of each district board meeting and send out in a timely manner.
- Submit an article to each issue of *Lobster Tales*.
- Compile and distribute summer and fall directories of the board and of the district.
- Create secretary and treasurer training materials for divisional training sessions and other district-sponsored training events.
- Collect and score monthly secretary and treasurer reports. E-mail feedback to club, LTG, advisors and governor.
- Submit expense reimbursement requests to district Financial Counselor in a timely manner.
- Maintain files with proper documentation of activities and be prepared to submit them to next board by April 1<sup>st</sup>.
- Maintain the secretary and treasurer reflectors (if necessary).
- Submit fundraising, service hour, and interclub totals to governor each month.

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Candidate for District Secretary/Treasurer	Date	Received by 2009-2010 Governor
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\_\_\_\_\_, candidate for District Secretary/Treasurer, has met the minimum requirements to be a member of the Circle K club of \_\_\_\_\_. This includes, but is not limited to, being a dues paid member of the club.

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2009-2010 Club Officer	Date
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2010-2011 District Editor Service Agreement

The following service agreement is to be signed by all who wish to run for District Editor for 2010-2011.  
This agreement outlines the minimum requirements of the District Editor.

*If elected, I agree to do the following:*

- Abide by all the policies and procedures as set forth in the Circle K International Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K district.
- Attend the following:  
(Dates subject to change)
  - Transitional Board Meeting (March 2010)
  - Board Training (June 2010)
  - Regional Officer Training Seminars (September 2010)
  - InterNECK (late October 2010)
  - KPTI Day (early December 2010)
  - Convention planning meeting (January 2011)
  - District Convention (February 2011)
  - Transitional Board Meeting (March 2011)
- Publish four regular issues of *Lobster Tales* to be distributed:
  - InterNECK 2010
  - KPTI Day 2010
  - Convention 2011
- Publish one joint issue with Key Club's *YanKey* to be distributed as determined.
- Create editor-training materials for Regional Trainers and other district-sponsored training events.
- Update and maintain district Web site.
- Submit expense reimbursement requests to district Financial Counselor in a timely manner.
- Maintain files with proper documentation of activities and be prepared to submit them to next board by April 1<sup>st</sup>.

	<i>Date</i>	<i>Received by 2009-2010 Governor</i>
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\_\_\_\_\_, candidate for District Editor, has met the minimum requirements to be a member of the Circle K club of \_\_\_\_\_. This includes, but is not limited to, being a dues paid member of the club.

2009-2010 Club Officer	Date
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2010-2011 Lieutenant Governor Service Agreement

The following service agreement is to be signed by all who wish to run for Lieutenant Governor for 2010-2011. This outlines the minimum requirements of a Lieutenant Governor.

If elected, I agree to do the following:

- Abide by all the policies and procedures as set forth in the Circle K International Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K district.

Attend the following: (Dates subject to change)	Transitional Board Meeting (March 2010) Board Training (June 2010) Regional Officer Training Seminars (September 2010) InterNECK (late October 2010) KPTI Day (early December 2010) Convention planning meeting (January 2011) District Convention (February 2011) Transitional Board Meeting (March 2011)
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- Be in contact with club officers bi-weekly.
- Attend a club meeting or event for each club in your division once a semester.
- Write an article for each issue of *Lobster Tales*.
- Work with all contacts to aid in the chartering process.
- Plan and hold one mega-meeting a semester.
- Be a liaison between the clubs of your division and the district.
- Organize the Divisional/Regional Officer and Membership Training Seminar for the club officers and members in your division
- Plan and execute organized, meaningful workshops at InterNECK and other district-sponsored leadership training events.
- Submit expense reimbursement requests to district Financial Counselor in a timely manner.
- Maintain files with proper documentation of activities and be prepared to submit them to next board by April 1<sup>st</sup>.

Candidate for Lieutenant Governor	Date	Received by 2009-2010 Governor
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\_\_\_\_\_, candidate for District Lieutenant Governor, has met the minimum requirements to be a member of the Circle K club of \_\_\_\_\_. This includes, but is not limited to, being a dues paid member of the club.

2009-2010 Club Officer	Date
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