



District Board Fun

are YOU READY FOR THE BEST EXPERIENCE OF YOUR LIFE?

Here is a list of how the show is ran by the most elite forces of KIWIN'S

EXECUTIVE OFFICERS

Governor

- Must be present at all district board meetings
- Must make sure KIWIN'S is well enthused with service
- Responsible for all district committees, revisions of manuals, officers, and motivation.
- In charge of promoting KIWIN'S to everyone
- Improve KIWIN'S in the greatest extent
- Must travel and attend different events as the representative of KIWIN'S
- Required to publish at least four newsletters
- Must attend the annual District Convention
- Must complete at least 50 hours of service

Secretary

- Must be present at all district board meetings
- Must take down all minutes and amendments at district board meetings
- Takes place of the governor if not present
- Responsible for regulating LT. Governor MRFs
- Must be involved in both District and Convention committees
- Must create a district-wide directory
- Must publish at least four newsletters
- Must complete at least 50 hours of service

Treasurer

- Must be present at all district board meetings
- Responsible for updating the District Board of the budget and dues status
- Responsible for vouchers (redeemed and sent to district office)
- Responsible for regulating club TVFs
- Responsible for ensuring no KIWIN'S club is in debt
- Responsible for dues status for all KIWIN'S clubs
- Responsible for district fundraisers
- Must be involved in both District and Convention committees
- Usually responsible for elections and candidates forum
- Must publish at least four newsletters
- Must complete at least 50 hours of service

Publications Editor

- Must be present at all district board meetings
- Must publish at least two newsletters (Focus on Service)
- Must work with other district board members to gather vital info, updates, news, pictures, and facts
- Good writing, layout creating, and computer skills prove valuable
- Must be involved in both District and Convention committees
- Must complete at least 50 hours of service

LIEUTENANT GOVERNORS

- Must be present at all district board meetings
- Must present any information from the District/ District Board officer to their division
- Serve to lead their division to greater heights
- Improve club activities
- Must hold PCMs, DCMs, OTCs, and KTCs
- Must submit a divisional directory to the District Secretary

- Must publish newsletter on a regular basis (usually monthly if possible)
- Must serve in District and Convention committees
- Must turn in Monthly Report Forms (MRFs)
- Must ensure treasurers turn in TVFs
- Must visit and evaluate each club in your division on a regular basis
- Must complete at least 50 hours of service

APPOINTED BOARD

Assistant Governor/Awards Chair

- Must be present at all district board meetings
- Must update Awards Manual, plan Prejudging, and manage the awards process efficiently at and around District Convention
- Responsible for submitting awards to Key Club International
- Provide assistance to any district board member in need
- Must be involved in both District and Convention committees
- Must complete at least 50 hours of service

Convention Chair

- Must be present at all district board meetings
- Must plan and organize the District Convention
- Must help and assist all Convention committees
- Responsible for promoting and advertising Convention
- Involves extremely well organization skills, creativity, patience, and responsibility
- Responsible for updating District Board with Convention budget
- Must be comfortable with speaking in front of large crowds
- Must be involved in both District and Convention committees
- Must complete at least 50 hours of service

Membership Development and Education Chair

- Must be present at all district board meetings
- Must update and distribute the KIWIN'S manual
- Expected to work closely with Lt. Governors, schools, and Kiwanis club to build new clubs and insure the revitalization of inactive clubs
- In charge of increasing membership
- Responsible for educating KIWIN'S member constantly
- Must be involved with both District and Convention committees
- Must complete at least 50 hours of service

Special Projects/K-Family Chair

- Must be present at all district board meetings
- Responsible for Fall Rally and planning district-side major projects
- Responsible for promoting K-Family
- Responsible for promoting district emphasis (PTP and MEP)
- Must be involved with both District and Convention committees
- Must complete at least 50 hours of service

Technology Chair

- Must be present at all district board meetings
- Must update and maintain the KIWIN'S website regularly
- Must create and/or assist with multimedia presentations on KIWIN'S
- Required to gather pictures and create the Convention slideshow
- Computer knowledge and application is required
- Must be involved with both District and Convention committees
- Must complete 50 hours of service

Do you have what it takes to be a District Board member for Cal-Nev-Ha KIWIN'S? Are you ready to become a dedicated force in helping our world today? Well if you think so, then hop on, for you're in for the ride of your life. For further information or any questions, please contact 0708 District Treasurer, Evelyn Siu, at kwtreasurer@cnhkiwanis.org or 310)483-9650.