

# Committee Chair Application



Hello Mighty Michigan Key Clubbers!

Thank you for your interest in a committee chair position on the district board. This position is going to require a lot of hard work and dedication. However, in return you will make memories and friendships that will last for a lifetime. The Michigan District of Key Club has an opening for New Club Building Chair. Below is a general outline of requirements for each position, however there are going to be many other tasks that you, as a district board member, will need to fulfill.

A district board position is an extremely important and an enormously rewarding opportunity. You will need to be in attendance for Winter Board January 5-7th and SLC February 22nd-25th. Both the Winter Board and SLC will take place at the Kalamazoo Radisson Plaza and Hotel. If you are appointed, you will receive information about the specifics of the meeting. You will not be excused from these events since attendance is mandatory. Thank you so much for your time and interest! If you have any questions please feel free to call or e-mail me.

Yours in Service,  
Charvi Chhatwal  
2017-18 Michigan District Governor



## Requirements of all chairs:

1. Turn in a completed Monthly Report Form by the 15th of every month.
2. Publish at least 4 newsletters during your term (audiences may be varied).
3. Maintain constant communication with your committee members and adult team liaison.
4. Maintain constant communication with the District Board between board meetings whether communication pertains to your committee or the board as a whole.
5. Accomplish other goals set by your committee as a whole.
6. Be a member of a Fall Rally Committee and SLC Committee.
7. Complete all tasks assigned by the District Governor overseen by the District Administrator.
- 8. Complete all individual directives assigned at the beginning of the year.**
9. Sell \$100 in ads for SLC and raise \$150 dollars for KCAH



## Things needed in Application:

1. Position(s) sought:
2. Resume
  - a) This should include, but is not limited to any awards you have received, activities you have been involved in along with positions held, any particular service projects you wish to commemorate, work experience, and contact information for you Kiwanis and Faculty advisor. Please insert dates for all events and activities.
3. Key Club History
  - b) This should include any general membership or offices held, conventions, divisional events, district events, service projects attended
4. Why Do You Want To Be A Committee Chair?
  - c) This should include a page about why you want to be a chair and what you will bring to the position(s) sought. Please keep in mind this will help judge how well you can create proper materials that may be handed out to clubs as part of your chair position
5. Your Complete Contact Information
  - d) A Name, home phone, cellphone, and email.

Please note all applications are due **November 27th, 2017**. No late applications will be considered. Email all applications to [governor@mikeyclub.org](mailto:governor@mikeyclub.org). Fill out your applications carefully and thoroughly. The appointing of chairs is an unbiased process.

Unfortunately, not everyone that will apply will get a position. However, despite the outcome, please continue to partake in Key Club. I genuinely appreciate everything you do for Key Club International! If you have any questions, please don't hesitate to contact me. My email is [governor@mikeyclub.org](mailto:governor@mikeyclub.org) and my phone number is 269-408-6386.

# General Service Agreement: All Chairs

## If appointed a Chair on the Michigan District Board, I agree to:

- ❖ Study and follow the Key Club Guidebook, Objects, and Bylaws in order to further my knowledge of the organization.
- ❖ Hold monthly meetings with/send updates to District Governor to secure healthy condition of the district
- ❖ Promote all international programs such as the Service Partners, Key Club Week, and Service Initiative.
- ❖ Stay updated on current status and health of the district.
- ❖ Evaluate the status and progress of strategic plan
- ❖ Follow designated committee directives to best of your and your committee's abilities.
- ❖ Attend district convention during my term in office and international convention if financially possible.
- ❖ Attend every district board meeting and Fall Rally unless the District Governor and Administrator excuses me. Must give notice of your absence at least three weeks in advance.
- ❖ Understand the expectations that are upon my office, and fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s). Failure to comply may result in my immediate dismissal from the district board.
- ❖ Continue to be a member in good standing with 50 hours of service and my dues paid.
- ❖ Keep an open line of communication with the Key Club Governor and District Administrator.
- ❖ Understand, though my opinion is valued, I am not a voting member of the board.
- ❖ Remain at the board meeting site unless prior permission from my legal guardian has been granted and I am in a group of three (3) or more.
- ❖ Contact your Immediate Past Chairperson within one month of acquiring your position, and do all that you can to continue their goals and understand their plans for their position.
- ❖ Go above and beyond outline duties and make the most of my term in office and all I have to offer the Michigan District and the entire Key Club International organization.
- ❖ Sell \$100 in SLC Ads and raise \$150 for the Kids Coalition Against Hunger Packaging event at SLC.
- ❖ My legal guardian and I both understand that the above agreement covers all positions on the District Board and will now continue to the more specific Service Agreement for my desired position in the pages to follow.

Please obtain the following signatures:

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# Required Signatures Form



I, the undersigned, do hereby signify that this candidate is a qualified individual able to serve as New Club Building Committee Chair for the 2017-2018 service year. **I have read the General**

**Service Agreement for all Chairs and support the candidate's decision to apply for this position.** I

sign with confidence that this Key Clubber will be an exceptional asset to the district's leadership, and will abide by all district and international bylaws, and be a model member and leader of Key Club International.

Signed:

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Printed Name \_\_\_\_\_

Kiwanis Advisor \_\_\_\_\_ Date \_\_\_\_\_

Kiwanis Advisor Printed Name \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor Printed Name \_\_\_\_\_

School Principal \_\_\_\_\_ Date \_\_\_\_\_

School Principal Printed Name \_\_\_\_\_