

# District Webmaster Application

## **HEY MIGHTY MICHIGAN KEY CLUBBERS!**

Thank you for your interest in a District Webmaster on the 2023-2024 district board. This position is going to require a lot of effort and dedication. However, in return you will make memories, friendships that will last for a lifetime, the ability to serve the district, and a humbling service-leadership role.

Holding a district board position offers you a fulfilling experience and an important role. In order for you to hold any one of these positions, you must be able to attend all district board meetings and events. These dates are found on the following pages, along with your duties. In addition, your duties may alter throughout the year, and the list given isn't fully extensive. Applications are **due April 15th**, so get them in on time! Email all applications to [governor@mikeyclub.org](mailto:governor@mikeyclub.org). Fill out your application carefully and thoroughly. The appointing of District Webmaster is an unbiased process. Unfortunately, not everyone that will apply will get a position. Despite the outcome, please continue to partake in Key Club. I genuinely appreciate everything you do for Key Club International. Thank you all for your interest, and if you have any questions, please text, call, or email me!

**SINCERELY YOURS IN SERVICE,**

CLARA BERRY · 2023-2024 GOVERNOR

GOVERNOR@MIKEYCLUB.ORG · (269)-338-5154

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## OVERVIEW OF BASIC DUTIES:

- Turn in a completed Monthly Report Form by the 15th of every month.
- Adhere to your specific role as a District Webmaster and work on bettering our district.
- Update the District website accordingly and publish newsletters for updating webmasters and the district board.
- Maintain constant communication with the District Board, whether that pertains to your committee, executive board or the entirety of the district board.
- Accomplish other goals set by your committee as a whole.
- Carry out communication, coordination, and monitoring tasks with clubs that relates to your position.
- Complete all tasks assigned by the District Governor as overseen by the District Administrator.
- Complete all individual directives assigned at the beginning of the year.
- Sell \$100 in ads for SLC.

## THINGS NEEDED IN APPLICATION:

- POSITION SOUGHT
- YOUR RESUME- 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.
- YOUR KEY CLUB HISTORY- This should include any general membership or offices held, as well as attendance at conventions, divisional events, district events, service projects.
- WHY DO YOU WANT TO BE A District Webmaster?- This should include a page about why you want to be a District webmaster and what you will bring to the position 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.
- YOUR COMPLETE CONTACT INFORMATION- This should include your name, home phone, cellphone, and email.
- SIGNATURE FORMS ON THE FOLLOWING PAGES

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## CANDIDATE PROFILE FORM

**CANDIDATE NAME:** \_\_\_\_\_

**CANDIDATE'S DIVISION:** \_\_\_\_\_

**CANDIDATE SCHOOL:** \_\_\_\_\_

**FACULTY ADVISOR:** \_\_\_\_\_

**KIWANIS ADVISOR:** \_\_\_\_\_

**CANDIDATE'S PHONE #:** \_\_\_\_\_

**PARENT/GUARDIAN NAME(S):** \_\_\_\_\_

**PARENT/GUARDIAN PHONE #(S):** \_\_\_\_\_

**PARENT/GUARDIAN(S) EMAIL ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

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## REQUIRED SIGNATURES FORM

I, the undersigned, do hereby signify that

\_\_\_\_\_ is a qualified individual able to serve as \_\_\_\_\_ for the 2022-2023 service year. I have read the general service agreement for all district board members and well as the specific \_\_\_\_\_ service agreement and support the candidate's decision to apply for this office. 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

\_\_\_\_\_

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**The following service agreement is to be signed by all who wish to run and serve as District Webmaster. This service agreement outlines the minimum performance requirements that the District Webmaster must maintain to remain in office, and must be adhered to along with the general service agreement for all district board members. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Michigan District of Key Club Bylaws. The District Webmaster agrees to do the following during his/her term of office:**

- 1. Create and update the District website as needed to ensure the Michigan District of Key Club stays updated with all District activities as well as share the responsibility of creating posts with the District bulletin editor.**
- 2. Create and distribute a newsletter to all club editors at least four (4) times during your term in office.**
- 3. Create a newsletter to be sent to district board members each month covering the progress of communication and public relations within the District.**
- 4. Conduct a club webmaster workshop at the Service Leadership Conference.**
- 5. Send in the Executive Board monthly report to the District Governor and Administrator, and International Trustee, by the 15th of every month.**

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- 1. Submit a typed board report at every district board meeting on what you have been doing, the progress of the District website, social media updates, and interactions with club webmaster. This to be given to the District Governor and Administrator.**
- 2. Maintain and update of the official district website ([www.mikeyclub.org](http://www.mikeyclub.org)), as well as the district Instagram account, and help district board members with individual pages on the website.**
- 3. Be available and on the Executive Board call as agreed upon by the Executive Board.**

**I have read the District Webmaster service agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute these duties in the 2023 - 2024 Key Club service year.**

\_\_\_\_\_  
**Candidate Name Printed**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Division**

\_\_\_\_\_  
**Date**

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## GENERAL SERVICE AGREEMENT

If appointed to any position on the Michigan District Board, I agree to:

- Do all that I can to strengthen and build new Key Clubs in the Michigan District. Study and follow the Key Club Guidebook (Bylaws), the Michigan District Bylaws, and the Michigan District Policies and Procedures to further my knowledge of the organization.
- Act in accordance with the provisions of the Key Club and Michigan District Code of Conduct set forth by Key Club International and the Michigan District.
- Promote all international programs such as service partners, Key Club Week, and Service Initiatives.
- Maintain quality schoolwork so that permission may be possibly be secured by parents/guardians and school officials of occasional absences related to Key Club business.
- Be ready to make occasional appearances within the limits set by the District Administrator, and have several good, well-developed, and informative speeches prepared.
- Attend Service Leadership Conference during my term of office and the Key Club International Convention (if financially possible).
- Attend every district board meeting and Fall Rally, unless the District Governor and Administrator excuse me. If I am unable to attend a scheduled meeting of the district board, I must let the District Governor and Administrator know at least two (2) weeks in advance of the meeting taking place.
- Come the night before Fall Rally, if available, to help get things set up for the event.
- Understand the expectations that upon my office, and work to fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s).
- Continue to be a member in good standing of my Key Club by paying my dues and maintaining fifty (50) hours of service.
- Keep an open line of communication with the District Governor and Administrator.
- Be computer literate and have access to a computer to assist me in my work and receive emails from club officers, club members, Faculty and Kiwanis Advisors, and district board members or administrators. I will send replies to questions and requests within forty-eight (48) hours from when the email is sent. Remain at the board meeting site unless prior permission from my parent/guardian has been granted and I am in a group of four (4) or more.

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- Endeavor to sell \$100 in ads for the Service Leadership Conference, and I acknowledge I will be responsible for the difference sold if it is less than \$100 to be applied towards my Service Leadership Conference registration fee.
- Endeavor to raise \$150 for the main service project at Service Leadership Conference, and I acknowledge I will be responsible for the difference collected if it is less than \$150 towards my Service Leadership Conference Registration fee.
- Understand that most financial items can be taken care of by the District with the request by the district board member to the District Treasurer, with the approval of the District Administrator or designee, with the Michigan District budget in mind. If failure to take part in the proper process occurs, I understand that any spending not approved will come out of my pocket. I will submit expense reimbursements to the District Treasurer and Administrator or designee within thirty (30) days of incurring the expense.
- Go above and beyond the outlined 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.

**My parent/legal guardian and I both understand that the general service agreement covers all positions and we will now read and understand the position specific service agreement for my desired position. We also understand that failure to complete the requirements of the general service and position specific service agreement can result in disciplinary action, up to dismissal from my position on the district board.**

**Candidate** \_\_\_\_\_ **Date** \_\_\_\_\_

**Candidate Name Printed** \_\_\_\_\_

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

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



# **District Webmaster Application**

**2023 - 2024 Tentative District Board Meeting Dates**

**These dates may change based on meeting space  
availability**

**May 4-May 7 GATC Atlanta GA**

**\*May 19-21 Spring Board Meeting Howell MI**

**July 3-9 International Convention Anaheim CA**

**July 22-25 LeadCON Indianapolis**

**\*August 16-20 Summer Board Meeting Frankenmuth**

**August 16-20 Kiwanis District Convention  
Frankenmuth**

**\*October 27-29 Fall Board Meeting TBD**

**\*November 18 Fall Rally TBD**

**\*February 2-4 Winter Board Meeting TBD**

**\*March 22-25 SLC TBD**

**\*DENOTES MEETINGS WHICH REQUIRE MANDATORY ATTENDANCE BY  
ALL DISTRICT BOARD MEMBERS. EXCUSED ABSENCES WILL BE  
CONSIDERED ON A CASE BY CASE BASIS. MULTIPLE REQUESTS FOR  
EXCUSED ABSENCES CAN RESULT IN DISMISSAL FROM THE BOARD.**