**Wisconsin-Upper Michigan District Executive Board Descriptions**

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**District Governor**

* Prepare and distribute board meeting agendas seven days prior to the meeting
* Preside over all board meetings
* Weekly communication with the Administrator and/or as deemed necessary
* Maintain monthly (minimum) contact with all members of the District board, providing directives as necessary
* Provide leadership training, on an ongoing basis, for the members of the District Board
* Appoint committee chairpersons
* In conjunction with the Treasurer and Administrator, prepare the annual budget and year-end financial statement for presentation to the Kiwanis District Board
* In conjunction with LTGs and whoever is deemed necessary, plan, promote, coordinate and conduct Club Officer Retreat
* Periodically evaluate the performance of all members of the District Board with the assistance of the Administrator
* Visit all member clubs in the District and each Division at least once
* Complete monthly MRFs and Board Reports
* Promote candidates and elections for the following year
* Attend annual District Convention and Circle K International Convention

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**District Secretary**

* Compile and update a complete directory containing names, address, phone, email, faculty and Kiwanis advisor as well as meeting times, locations and links of the District Board and all clubs in the District
* Attend all Board meetings
* Complete and distribute minutes of each and every Board meeting within twenty days of each meeting
* Provide complete initial and ongoing trainings for all club secretaries
* Generate a periodic informative newsletter for club secretaries
* Collect and tabulate MRFs from all Circle K clubs in the District
* Complete monthly MRFs and Board Reports
* Attend annual District Convention
* Complete and distribute minutes of the annual House of Delegates and Convention

**Wisconsin-Upper Michigan District Executive Board Descriptions**

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**District Treasurer**

* Work closely with the Administrator or other designated member on all financial matters involving this District
* Promote and monitor District per member fees payments
* Properly maintain the District checking accounts, balancing and reconciling on a monthly basis
* Attend all Board meetings and submit a current financial statement
* Implement and oversee the voucher/reimbursement system in conjunction with the Governor and Administrator
* Prepare annual budget and year-end financial statement with the assistance of the Administrator and Governor for presentation to the Kiwanis District Board of Officers
* Coordinate, support and publicize the Circle K Outreach program in conjunction with the Kiwanis Family/Outreach Chair
* Provide initial and continuous training and information for club treasurers
* Generate a periodic informative newsletter for club treasurers
* Collect and compile monthly reports from club Treasurers
* Complete monthly MRFs and Board Reports
* Attend the annual District Convention

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**District Bulletin Editor**

* Establish, publish and follow a schedule for the periodic creation and publication of the Circle of Sharing
* Create, publish and distribute a high quality, informative Circle of Sharing a minimum number of six times, as required by the Bylaws and distribute to all Circle K clubs
* Compile and distribute monthly or periodic mailings from the District Board to the clubs containing newsletters or other pertinent information
* Create, manage, engage and post on all social media platforms including Facebook, Twitter and Instagram on behalf of the District
* Consistently manage content on the website to ensure it is the most updated and useful for Circle K clubs and members
* Attend all Board meetings
* Complete monthly MRFs and Board Reports
* Attend the annual District Convention

**Wisconsin-Upper Michigan District Chair Postion Descriptions**

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**Awards, Regulations and History Chair**

* Update and maintain a current copy of the Bylaws, and Policy Code.
* Monitor and review the Bylaws and Policy Code to ensure compliance with them by the District Board of Officers and member clubs.
* Collect and review bylaws for each member club in the District.
* Become familiar with Parliamentary Procedure from *Roberts Rules of Order, Newly Revised.*
* Educate and inform the District membership on the use of parliamentary procedure.
* Create award forms and distribute them to all clubs 60 days prior to the submission deadline.
* Ensure the order, payment, pickup and delivery of awards for presentation at DCON.
* Create, maintain and update the District history manual.
* Attend all Board meetings as requested by the Governor.
	+ Keep track of time during meeting
* Complete monthly MRFs and Board Reports.
* Attend the annual District Convention
	+ Help with House of Delegates

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**District Convention Chair**

* Plan, promote and execute the annual District Convention.
* Assist the Administrator in contract negotiation with the hotel.
* Raise Outreach funds specifically designated for DCON from area Kiwanis clubs.
* Jointly establish the convention budget with the Governor, Treasurer, Administrator and any Assistant Administrators.
* Publish and provide convention information and registration forms to all clubs.
* Coordinate convention scripts.
* Develop the convention schedule and official program.
* Submit a final Convention Report to the Governor.
* Attend Board meetings as requested by the Governor.
* Complete monthly MRFs and Board Reports.
* Attend the annual District Convention.

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**Kiwanis Family & Outreach Chair**

* Promote relations between all branches of the Kiwanis family: Kiwanis, Key Club, Builders Club, K-Kids, Aktion Club and Circle K.
* Provide clubs with suggestions on improving local Kiwanis Family relations.
* Promote Circle K to Key Clubbers through various means.
* Assist in the promotion of the “Circle K Outreach Program” including Outreach Speeches.
* Plan, organize, and promote the Kiwanis Family Baseball Game (or other event), Kiwanis Family Service Day, and Kiwanis Family Hockey Night (or other event).
* Attend Board meetings as requested by the Governor.
* Complete monthly MRFs and Board Reports.
* Attend the annual District Convention.

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**Membership, Development and Growth Chair**

* Assist and advise all member Circle K clubs in their ongoing pursuit of recruiting, retaining and educating active members.
* Create, and facilitate the implementation of, a districtwide membership initiative.
* Facilitate club recruitment efforts and promote district presence at organization fairs.
* Assist with chartering new clubs and training new club officers.
* Assist and advise LTGs in relation to club building and reactivation.
* Successfully distribute MDG materials and brochures to all clubs.
* Provide materials to clubs to complete the Membership Growth Strategic Plan, set a deadline to turn in, and review all MGSPs and provide feedback/assistance to clubs.
* Provide an MDG education workshop at all District Events.
* Develop and maintain a list of potential new club building sites and contacts.
* Assist Governor with planning, promoting, and facilitating the Club Officer Retreat (COR).
* Attend Board meetings as requested by the Governor.
* Complete monthly MRFs and Board Reports.
* Attend the annual District Convention.

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**Service Chair**

* Promote meaningful service projects to clubs and members.
* Educate members and provide them with suggestions, information, and resources necessary so they can provide meaningful service projects.
* Support the Governor’s Project. (if applicable)
* Plan and promote service projects at District Events.
* Plan and execute Kiwanis Family Service Day.
* Serve as a general resource to club service chairs.
* Attend Board meetings as requested by the Governor.
* Complete monthly MRFs and Board Reports.
* Attend the annual District Convention.

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**Special Events Chair**

* Organize, promote, and run (with the assistance of the District Board) all of the District Events (Spring Fling & MAC, assist with COR).
* Co-organize Spring Fling with the incoming special events chair and district board.
* Attend Board meetings as requested by the Governor.
* Complete monthly MRFs and Board Reports.
* Attend the annual District Convention.

**Wisconsin-Upper Michigan District Ad Hoc Chair Postion Descriptions**

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**Assistant Events Chair** 

* Work with DCON Chair to organize, promote, and run (with the assistance of the District Board) DCON
* Work with Special Events Chair to organize, promote, and run (with the assistance of the District Board) Spring Fling and MAC
* Attend Board meetings as requested by the Governor.
* Complete monthly MRFs and Board Reports.
* Attend the annual District Convention.

**Diversity, Equity, and Inclusion Chair**

* With this being a new position, you will work with the Governor and Admin Team to create goals, objectives, and requirements for this position.