**DISTRICT OFFICE JOB DESCRIPTIONS**

**Lieutenant Governors**

* Represent their division to the District Board of Officers.
* Attend all board meetings & submit a written report which shall include discussion of the status and activities of each club in the division.
* Inform clubs in the division of upcoming events and district and international policies.
* Visit each club in the division at least twice.
* Assist clubs in the division with mediation and communication.
* Build new clubs and reactivate probationary clubs.
* Promote payment of fees by clubs in the division.
* Organize and host a divisional rally.
* Promote interclubs within and out of the division.
* Periodically publish a newsletter for the division members.
* Complete monthly report forms (MRFs).
* Attend the annual District Convention.

**Open positions: Chippewa LTG, Lakes LTG, Metro-Southeast LTG**

**Awards, Regulations and History Chair**

* Update and maintain a current copy of the 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 as outlined in *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 member 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.
* Complete monthly report forms (MRFs).
* Attend the annual District Convention.

**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 member Circle K 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.
* Submit monthly report forms (MRFs).
* Attend the annual District Convention.

**Kiwanis Family & Outreach Chair**

* Promote relations between 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 Kiwanis district’s “Circle K Outreach Program”.
* Plan, organize and promote the Kiwanis Family Baseball Game and Kiwanis Family Hockey Night.
* Attend board meetings as requested by the Governor.
* Submit monthly report forms (MRFs).
* Attend the annual District Convention.

**Membership, Development and Growth Chair**

* Assist and advise all member Circle K clubs on their ongoing pursuit of recruiting, retaining and educating active members.
* Employ an efficient means of distributing membership development materials and brochures to all clubs.
* Provide a membership, development and education workshop at all district events.
* Develop and maintain a list of potential new club building sites and contacts.
* Assist and advise LTGs in relation to club building and reactivation.
* Plan, promote and facilitate the annual Membership Education and Recruitment Program (MERP).
* Attend board meetings as requested by the Governor.
* Submit monthly report forms (MRFs).
* Attend the annual District Convention.

**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)
* Track and report monthly and cumulative service hour totals achieved by clubs.
* 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.
* Submit monthly report forms (MRFs).
* Attend the annual District Convention.

**Special Events Chair**

* Serve a one-month term as Assistant Special Events Chair. (if applicable)
* Organize, promote, and run with the assistance of the district board district events (Spring Fling & MAC, assist with MERP).
* Organize the Spring Fling to be held directly after retirement and assist the incoming Special Events Chairperson with this transitional event.
* Attend board meetings as requested by the Governor.
* Submit monthly report forms (MRFs).
* Attend the annual District Convention.
* **Open positions: All Chairs!**