



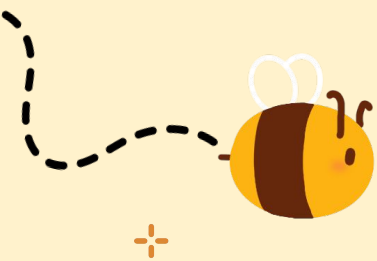
# POSITIONS AVAILABLE

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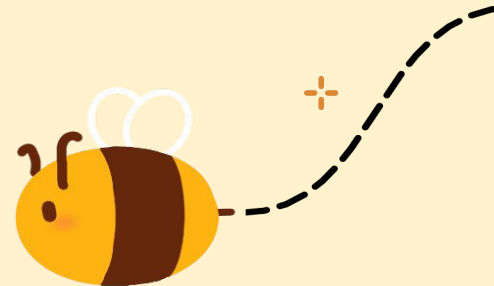
# RUNNING FOR OFFICE



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# INTRODUCTION

## What's Poppin' CNH!

We're so glad you've taken an interest in the abundance of appointed and elected positions available within the California-Nevada-Hawaii District and running for office!

This guide will tell you all you need to know about the process and provide some extra tips and tricks. CNH BEE-lieves that YOU'VE got what it takes to go above and beyond!

- **2023-2024 LTGs**

***Division 10 North Lieutenant Governor, Emma Lee***

***Division 21 Lieutenant Governor, Isaiah Newby***



*section one:*

# ELECTED POSITIONS



# ELECTED POSITIONS

## *club*

**Clubs MUST host an election and elect the following:**

- » **President** | Leads, oversees, and delegates to the officers
- » **Vice President** | Aids the President and other officers
- » **Secretary** | Records club activity (MRF, meeting minutes, etc)
- » **Treasurer** | Assists in dues payment and fundraising
- » **Editor** | Responsible for all club publicity and media

Election processes may vary, but the majority of elections involve a service agreement form, speeches, and caucus, followed by club members voting!

Clubs may elect additional positions, however positions such as Service or Fundraising Coordinators are typically appointed by the officer board as opposed to being elected.

**Club elections are usually held during February to allow for a smooth transition of power and time for training of the elect.**

# ELECTED POSITIONS

## *division*



### Lieutenant Governor (LTG)

Acts as a **liaison** between the district and division, along with serving on the **CNH District Board** and a **District Committee**, Tasks include holding Division Council Meetings, planning service events, and much more!

To run for LTG, candidates attend **Candidate Training Conference (CTC)**, **declare candidacy**, complete any necessary **campaign materials**, and deliver a **speech** as well as participate in a **caucus** session on election day.

# ELECTED POSITIONS

## *district*



### There are three District Executives:

- » **District Governor** | Liaison between the district and international and oversees the district
- » **District Secretary** | Oversees monthly submissions and records district activity
- » **District Treasurer** | Assists with dues payments, budgets, and finances

Similar to LTGs, there is a mandatory training conference, campaign materials, and a speech + caucus in order for those interested to run.

# ELECTED POSITIONS

## *international*

Each of these respective positions involve a mandatory training conference, completion of campaign materials (such as a service agreement), participation in speeches and caucusing, meet and greets, and more! For International candidates, attendance at International Convention is mandatory as that is where voting (and more) will take place.

### **International President**

The International President oversees the work and activities of Key Club International, as well as being the presiding officer for all meetings of the International Board. The International President leads and promotes Key Club International initiatives and serves as the official representative of Key Club International.

### **Int. Vice President**

The International Vice President works alongside the International President in overseeing the activities of Key Club International. Serving as chair of at least one meeting of the International Board, they also promote Key Club International initiatives and core values.

### **International Trustee**

There are a total of eleven International Trustees elected, and candidates must be endorsed by their District. Int. Trustees act as liaisons between districts and Key Club International, frequently communicating between District Governors and the International Board.

*section two:*

# APPOINTED POSITIONS





# APPOINTED POSITIONS

## *club*

Clubs may appoint additional positions such as:

- » **Publicity**
- » **Class Representatives**
- » **Service Coordinators**
- » **Fundraising Coordinators**
- » **Spirit Coordinators**
- » **Club Committees**



Such positions are typically created to **benefit the club and its officers**. While providing more leadership opportunities can be beneficial and encourage members to BEE active, having **more positions than needed can render each position futile**.

However, used properly, having additional appointed positions has the potential to help a club reach new heights!

# APPOINTED POSITIONS

## *division*

### Division Leadership Team (DLT)

There are both mandatory and optional positions for DLT, but many of these positions differ from division to division as they depend on the Lieutenant Governor and division's specific needs.

#### **Mandatory:**

- » **Executive Assistants**
- » **Division News Editor**

These positions are required by the CNH District. Executive Assistants are similar to Vice Presidents, their primary role being to assist their Lieutenant Governor. Division News Editors collaborate with their LTG to create a division newsletter.

#### **Optional:**

- » **Division Tech Editor**
- » **Secretary**
- » **Historian**
- » **Head Spirit Coordinators**
- » **Head Fundraising Coordinators**

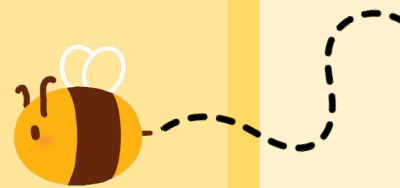
There are numerous positions a Lieutenant Governor may elect in order to benefit their division. Duties will vary between divisions when needed!

# APPOINTED POSITIONS

## *district*

The District Leadership Team (LT) consists of eight  
Committee Chairs and three Editors:

- » **Communications & Marketing Chair (CM)**
- » **District Convention Chair (DCON)**
- » **Kiwanis Family & Foundations Chair (KFF)**
- » **Membership Development & Education Chair (MDE)**
- » **Member Growth Chair (MG)**
- » **Member Recognition Chair (MR)**
- » **Policy, International Business, & Elections Chair (PIE)**
- » **Service Projects Chair (SP)**
- » **District Tech Editor (DTE)**
- » **District Visual Media Editor (DVMT)**
- » **District Newsletter Editor (DNE)**



All positions consist of an **application** which is reviewed by the  
District Executives (primarily the District Governor) and later  
**appointed as part of the District Board.**

The **DTE appoints a District Technology Team** while the **DVMT  
appoints a District Visual Media Team.** Committee chairs are  
assigned a group of Lieutenant Governors from across the CNH  
District to form a committee of their own.

*section three:*

# TIMELINE OF ELECTIONS



# TIMELINE OF ELECTIONS



**Declare  
Candidacy**

**Prep Campaign  
Materials**

**Election Day**

**Voting &  
Results**

*section four:*  
**DELEGATES**



# DELEGATES

## What are Delegates?

The group of designated voting members that decide elections at the District and International levels.

## Why BEE a Delegate?

Being a delegate is an immense privilege and honor, allowing YOU to BEE the voice of your club. By being a delegate, you have the rare opportunity to see the future of Key Club unfold before your eyes. Delegates are directly involved in cultivating change in Key Club, and being one requires professionalism, diligence, and passion!

## During the House of Delegates, Delegates...

- » Listen to each candidate's speech and examine literatures (if provided)
- » Are able to ask candidates questions during caucus
- » Can participate in discussion regarding amendments (when applicable)
- » VOTE!

Each dues-paid club can send a **maximum of TWO delegates** to represent them in the House of Delegates. Prior to the convention, delegates should be **registered by their respective home clubs**. In order to cast their ballot, they **MUST** attend the House of Delegates and Caucus Session.

*section five:*  
**TIPS AND TRICKS**





# TIPS AND TRICKS

## **Deciding to Run:**

- » BEE bold and go for it; you don't want to have any regrets!
- » Don't hold yourself back, but do make sure that you are ready to handle the position you are running for.

## **Preparing for Election Day:**

- » Start early, especially if you're planning to go for a "higher" position! Experience, while not necessary, is often a large factor when voting.
- » Ask/Look around for examples! Whether it's a literature or a speech, there is no shortage of resources.
- » Educate yourself as much as you can. Know your platform and reasons for running inside and out. DON'T procrastinate!

## **During the Election:**

- » Take a deep breath. You've done so much, and you're ready for this!

## **After the Election:**

- » No matter the result, BEE proud of yourself. It takes a lot of courage to put yourself out there and go for something you really want :)



*section six:*  
**RESOURCES**



# RESOURCES

**CNH Cyberkey:**

<https://www.cnhkeyclub.org/>



**Election Manuals & Service Agreements:**

<https://www.cnhkeyclub.org/resources/policy-and-elections>

**Running for Lieutenant Governor:**

<https://www.cnhkeyclub.org/resources/running-for-office/lieutenant-governor>

**Running for District/International:**

<https://www.cnhkeyclub.org/resources/running-for-office/district-and-international>

# section seven:

# ACKNOWLEDGEMENTS

The CNH District would like to acknowledge the following individuals who have contributed to this guide:

**Sophia Nguyen**, Policy, International Business, & Elections Chair, 2023-24

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THANK YOU FOR  
READING