Florida Kiwanis Circle K International (CKI) Committee
Division Administrator Duties and Responsibilities

Division Administrators are appointed by the District Administrator. The District Administrator and the Division and DCON Administrators form the Florida Kiwanis Circle K (CKI) Committee. Appointment to these positions is a renewable one-year term that begins on April 1st.

The mission of the Circle K Committee is to:

1. Enhance the skills and practices of the Florida Circle K District Board Members in the area of communication, organization, leadership, ethics, and service.
2. Promote the growth and strength of all Circle K Clubs throughout the Florida District.
3. Adhere to and promote the student-led characteristic of Circle K.

Division and DCON Administrators are unpaid volunteers. Expense for travel reimbursements are limited by the annual budget and are not guaranteed. This document primarily pertains to Division Administrators.

Duties and Responsibilities:

1. General Responsibilities
   a. Support the mission of the Committee.
   b. Be familiar with the bylaws of Circle K International and the Florida District as well as any district policies and procedures.
   c. Be a liaison between CKI and Kiwanis, in cooperation with Kiwanis Lt. Governors (LTG), with updates on CKI activities and other matters relative to local CKI business.
   d. Be a good listener, motivator, and facilitator of ideas that originate from the CKI leaders themselves.

2. Advisory Responsibilities
   a. Provide the District Administrator and the CKI Governor with insight and information that will improve the effectiveness of the CKI District Board and program.
   b. Communicate regularly with the CKI LTG in assigned Division.
      i. Know the responsibilities of the LTG
      ii. Provide encouragement good performance
      iii. Provide counsel and direction when improvement is needed
      iv. Assist with issues more appropriate for a Kiwanian or person with more
experience and counsel LTG on how best handle situations.

3. Kiwanis and CKI Education and Facilitation Responsibilities
   a. Be a spokesperson for, and educator of, CKI matters at Kiwanis events, including
      Kiwanis Division Council Meetings, and other times, as appropriate.
   b. Educate sponsoring Kiwanis Clubs on their CKI responsibilities and encourage
      Kiwanis Clubs to properly carry these out.
   c. Assist with the timely collection of dues when requested by the District Treasurer
      or LTG.
   d. Assist in the rehabilitation of weak, inactive, and suspended CKI Clubs when
      requested.
   e. Assist in locating and chartering new CKI Clubs when requested.

Specific Tasks

Daily

1. Check Florida District CKI emails and respond as necessary.

As requested

1. Assist LTGs with questions they may have about club issues or their responsibilities.
2. Respond to District Administrator to give requested input.
3. Attend CKI DCM’s when possible.
4. Provide input when requested by Governor on performance of Board members.
5. Attend Governor initiated conference calls for counseling Board members who are not
   meeting service agreement requirements.
6. When necessary, contact Kiwanis Clubs to facilitate resolution with such issues as dues
   payment, no Faculty or Kiwanis Advisor, no response to Board members requests,
   answer questions about responsibilities of sponsoring clubs to their CKI clubs, issues
   with schools or faculty advisors, etc.
7. Facilitate new club chartering as needed and/or requested, such as finding a sponsoring
   Kiwanis club, working with the Kiwanis LTG on behalf of CKI, providing schools and
   sponsoring Kiwanis clubs with information on the chartering process.
8. Provide advice and counsel to Faculty and Kiwanis Advisors as requested or as the
   need is perceived.
9. Attend Kiwanis DCMs when possible and give input on CKI as appropriate.
10. As available, speak at Kiwanis Clubs on CKI topics