



## **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 1<sup>st</sup>.

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.
- c. Attendance at the following district events is encouraged; lodging expense, when necessary, may be covered:
    - i. CKI District Convention (February)
    - ii. CKI District Officer Training Conference (DOTC) (May)
    - iii. CKI Summer Board Meeting (July)
    - iv. CKI Leadership Training Conference (September/October)
    - v. CKI Winter Board Meeting (January)
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