

KEY CLUB®



Who is a District Board Member?

Being A district board officer is a great task that must be taken seriously. A lot is required of you as a board member. Along with participating in as much service activities in your home club and district as possible, you are also required to complete at least 50 hours of service all while balancing schoolwork and other activities efficiently.

A district board member is one who is kind, generous, caring and unbiased. A person in this position is willing to do whatever is handed to them and more, render unselfish service and better their home, school and community in all ways possible. They are the elected representatives of Key Club International and in so doing, must behave in an acceptable way.

Although being a part of the Caribbean-Atlantic District's board may be challenging, it is very rewarding. Through a position such as this you are able to broaden your view on why helping others and serving your community is such an amazing and wonderful thing to be a part of. Certain skills such as time management, conflict resolution and public speaking are great skills you can develop while in this position. In addition, it's an opportunity to gain valuable experience and to learn more about Key Club and what it stands for.

Still want to run for a District Position? Then continue reading.



The Paperwork

The first thing you have to do when running for a District is determine what position you want to run for:

The **Webmaster** deals with designing, managing and maintaining the website and its contents.



The **Bulletin Editor** is responsible for creating the posters and newsletter publications of the District (This is seen by other Districts in Key Club International).

Lieutenant Governors are in charge of divisions within the District and oversee the work each club in their division does.



The **Secretary-Treasurer** aims to help the Secretary and Treasurer in whatever way possible.

The **Treasurer** deals with the district funds, organizes fundraisers and collects dues from all the clubs in the District.



The **Secretary** keeps all records and files of the District.

The **Governor** oversees the operations of the entire District.



For more information on each position, check out the Officer guides on www.keyclub.org .



ALERT!

After you have decided on what to run for, there are a few forms that are needed to be filled out and submitted to the District Administrator.

Agreement form: This states that you agree to assume the duties and responsibilities of the office you are running for. This form must be signed by your High School principal, Kiwanis Advisor, a parent or legal guardian and your Key Club Faculty advisor.

Candidate Form: This is a registration form in which you fill out with all of your personal information. This form must be signed by yourself, a parent or guardian, your club's faculty advisor and your Kiwanis Advisor's signature. **This form must be accompanied by:**

- 1. A letter of endorsement from your home Key Club.**
- 2. A letter of endorsement from the President of your sponsoring Kiwanis Club.**
- 3. A letter of permission from your High School Principal.**
- 4. A letter of permission from your parent/ guardian.**

All of these forms are available on the district's website at www.caribbeanatlanticdistrict.com



Key Clubbers in Barbados must place all documents in an envelope and deliver it to the District Administrator, Ms. Sophia Chase at Harrison College in Bridgetown. Key Clubbers outside of Barbados should speak with their Club President on delivering their documents.

At DCON, you are required to prepare 2 speeches, one to present at the **Meet the Candidates** session and one for the **House of Delegates** session. These will be spoken about at length later down in this article.

Now that the paperwork's out the way, it's time to get ready to run at DCON!



Running at DCON

Before DCON begins, there will be a candidate's meeting where the Electoral Board will brief all the candidates on any important information and the rules/guidelines to running. In addition, you will be able to ask any questions you may have.

As mentioned before, you have to write 2 speeches. During the **Meet the Candidates** session, everyone attending DCON is able to literally "meet the candidates". During this time, you are required to say a speech about why you are running for DCON. **NB: This speech can only be 3 minutes long.** Afterwards; the floor is open for **2 minutes** to ask you any questions deemed appropriate by the coordinator.

House of Delegates is where Key Clubbers from each club attending the convention decide whether or not you should be elected to your desired office. It is during this session you present your second speech **NB: This speech can only be 5 minutes long.** Afterwards; the floor is open for **3 minutes** to ask you any questions deemed appropriate by the coordinator.

That's it! It's all up to the delegates and the District Board to elect you to your desired position. Usually, you will find out if you've been elected at the Closing Session of DCON.

We hope you found this document informing and that it answered most of your questions on running. For more information on running, visit the District's website on www.caribbeanatlanticdistrict.com or ask any Board member any questions you may have. See you at DCON and Good Luck!

