



# District Officer Candidacy Packet

## Overview

As a candidate for a position on the Pennsylvania Circle K District Board, this packet contains information you will need in making your decision as well as knowing how to prepare yourself for the election. This will go over time requirements, expenses, travel, board meetings, training, and other topics. Pennsylvania Circle K District Board Members are expected to fulfill the obligations and responsibilities outlined in this document. If you have any questions, please email the District Governor at [governor@pacirclek.org](mailto:governor@pacirclek.org) and the District Administrator at [administrator@pacirclek.org](mailto:administrator@pacirclek.org).

### What is the District Board?

The District Board is the group of leaders elected at District Convention to make decisions concerning Pennsylvania Circle K. They meet regularly throughout the year to conduct business at board meetings, train club officers and guide them throughout the year, and plan District Events like District Convention and InterPACK.

### What does a District Board member do?

Individual jobs differ from position to position. The District Board is comprised of the District Governor, District Secretary, District Treasurer, District Editor, and Lieutenant Governors. Job descriptions for each positions can be found in this packet.

### Is there any training or support?

The District Board does receive training. This is put on by past District Board members and the Kiwanis Committee. The Kiwanis Committee is a group of Kiwanians who are either Circle K Alumni or Circle K supporters that support the board in decision making, administration, and logistics.

### Are you ready to be on the District Board?

As you consider pursuing a position on the District Board, you must evaluate your motives, skills, goals, and time you can commit to Circle K. Consider the following questions recommendations to help you decide whether you have the time, energy, and commitment to fulfill the requirements of a District Board member and to prepare yourself for your upcoming campaign.

1. What time constraints will you have during the 2025-2026 academic year (other clubs/organization activities, academic course load, personal and family obligations, etc.)?
2. How many hours will you be able to devote to Circle K work on a weekly basis? How will you utilize this time? Officers must be willing to commit 4 - 8 hours per week to their Circle K responsibilities. Responsibilities can be anything from going to a Board Meeting, checking email, planning an event, or going to a club service project.
3. Refer to the District Officer Position Summaries for the minimum requirements for your office. How will you compensate for any skills you do not currently have?
4. Why are you interested in being on the District Board?

5. What have you gained personally and professionally through your involvement with Circle K?
6. What past experiences qualify you for office?
7. What do you hope to learn and gain through the experience of being on the District Board?
8. Toward what issues, programs, and needs do you believe Pennsylvania Circle K needs to direct their attention (consider service, fellowship, leadership, membership, etc.)?

### **Knowledge of the organization**

As an officer, you will be expected to understand all facets of Circle K. You should familiarize yourself with the Cub, Division, District, and International levels of the organization. As a District Board member, you will make decisions that affect Pennsylvania Circle K members.

### **Resources needed to fulfill officer responsibilities**

- Reliable phone with voicemail
- Reliable computer/laptop
- Reliable, consistent Internet access
- Consistent email access with ability to send and receive Microsoft Office files and PDF attachments. All District files will be in these formats.

### **Expenses and Budget**

The board will be reimbursed for travel expenses during official board work including club visits, board meetings, and District Convention. All board members will be required to turn in receipts and an expense report within one month after the event. The Pennsylvania Kiwanis and Circle K District Boards will approve the Circle K budget in the spring.

## District Officer Position Summaries

The following are descriptions of the District Board positions. These descriptions are summarized from the Pennsylvania Circle K District Policy Code. A copy of the Policy Code can be obtained on the website. These positions are elected during the House of Delegates at District Convention.

| Position                    | Description   |
|-----------------------------|---|
| Governor                    | Serve as the Chief Executive Officer of the Pennsylvania Circle K District Board. You will train the District Board and Club Presidents and communicate with them on a regular basis. Plan District Board Meetings, District Convention, and InterPACK. Submit monthly reports to Circle K International and reports to the Pennsylvania Kiwanis District Board. Assist with club building, retaining members, and other business related to the District.  |
| Secretary                   | Serve as the Chief Recording Officer of the Pennsylvania Circle K District Board. You will take minutes at District Board Meetings and share them with the District Board and Club Officers. Train Club Secretaries and maintain regular communications with them. Track Secretary monthly report forms. Help plan District Convention and InterPACK. Assist with club building, retaining members, and other business related to the District.   |
| Treasurer                   | Serve as the Chief Financial Officer of the Pennsylvania Circle K District Board. You will promote and assist clubs with the dues collection process. Train Club Treasurers and maintain regular communications with them. Educate members on fundraising ideas and member recruitment and retention. Review PACK Cash applications and District Board reimbursements. Help plan District Convention and InterPACK. Assist with club building, retaining members, and other business related to the District. |
| Editor                      | Serve as the Chief Publications Office of the Pennsylvania Circle K District Board. You will publish five (5) issues of the District Publication, <i>The Krier</i> . train Club Editors and maintain regular communications with them. Maintain social media accounts and website content. Help plan District Convention and InterPACK. Assist with club building, retaining members, and other business related to the District.   |
| Lieutenant Governors (LTGs) | Serve as the Representative for your Division on the Pennsylvania Circle K District Board. Assist the Executive Board with their jobs: club communications, dues process, monthly report forms, etc. Visit clubs and maintain regular communications with them. Hold a Fall and Spring Divisional Rally. Help plan District Convention and InterPACK. Assist with club building, retaining members, and other business related to the District.   |

## Candidacy Checklist – Before Convention

| Task  | Details  | Deadline                |
|---|--|-------------------------|
| Letter of Intent                              | The letter should state your name, school, year, and candidacy. This should be sent to the District Governor (governor@pacirclek.org) and District Administrator (administrator@parclek.org).  | March 1                 |
| Prepare for Nomination at District Convention | Select two (2) club members who will nominate you as a candidate for District Office. The nominator will need to state your name, school, and the position you are running for at the Opening Session. The second person will second the nomination. If you are running for Lt. Governor, you must be nominated by someone in your division. | Opening Session of DCON |
| Prepare for Caucusing                         | If you are nominated during the Opening Session, you will participate in Caucusing. Candidates should prepare a one (1) minute introduction (optional), three (3) minute candidate speech, and questions from members for four (4) minutes. Determine if you will have a non-delegate member introduce you for your introduction.            | Friday of DCON          |
| Prepare for House of Delegates                | All candidates must attend the House of Delegates. District Governor Candidates will be given three (3) minutes to speak while all other District Officer Candidates will be given two (2) minutes to speak. Unused time will be used for questions  | Saturday of DCON        |

## Candidacy Checklist – During Convention

| Task                              | Details   | Deadline                     |
|-----------------------------------|---|------------------------------|
| Nomination at District Convention | Ensure club members are ready to state your nomination as a candidate for District Office and second the nomination. See above section for details.                       | Opening Session of DCON      |
| Participate in Caucusing          | Candidates will have one (1) minute for an introduction (optional), deliver a three (3) minute candidate speech, and take questions from members for four (4) minutes.    | Friday evening               |
| District Officer Interview        | You will be scheduled to meet with the District Administrator for an interview Friday night.  | After Friday Opening Session |
| House of Delegates                | District Governor Candidates will be given three (3) minutes to speak. Other Candidates will be given two (2) minutes to speak. Unused time will be yielded to questions. | Saturday afternoon           |

|                                   |  |                                       |
|-----------------------------------|--|---------------------------------------|
| Attend Closing Session            | If elected, attend the Closing Session to be installed as a new District Board member. The Governor-Elect will give brief remarks. | Sunday morning                        |
| Attend Transitional Board Meeting | Attend the Transitional Board Meeting after the close of District Convention   | Immediately after the Closing Session |

## 2025 – 2026 Pennsylvania Circle K District Calendar

All District Board Members are required to be present at all called meetings of the District Board and other official events of the District.

| Date  | Event  | Attendance Required?                                |
|---|--|---|
| April 3-5, 2025   | Governor and Administrator Training Conference (GATC) – Remote | Governor and Administrator Only                     |
| April 2025  | District Officer Training (DOT) – Remote                       | All District Board Members                          |
| April 2025  | Spring Club Officer Training (SPOT) – Remote                   | All District Board Members                          |
| June 2025   | District Officer Training Plus (DOT+) – Remote                 | All District Board Members                          |
| June 25-27, 2025  | Circle K International Convention – Pittsburgh, PA             | Attendance encouraged                               |
| Fall Semester 2025  | Divisional Fall Rallies  | Executive Board and host LTG, attendance encouraged |
| Fall Semester 2025  | InterPACK  | All District Board Members                          |
| January 2026  | DCON Planning Weekend  | All District Board Members                          |
| Spring Semester 2026  | Divisional Spring Rallies                                      | Executive Board and host LTG, Attendance encouraged |
| March 27-29, 2026   | Pennsylvania Circle K District Convention                      | All District Board Members                          |
| March 2026  | Pennsylvania Key Club District Convention                      | Attendance encouraged                               |
| <i>Board Meetings will occur throughout the year at the determination of the Governor. Dates, times, and locations are TBD.</i> |  |   |

## Helpful Tips for Running for District Office

- **Be prepared!** Review this packet, ask the current District Officers questions about their positions and contact the District Administrator ([administrator@pacirclek.org](mailto:administrator@pacirclek.org)) with any unanswered questions or concerns.
- **Create a platform.** You should have specific plans for what you want to do as a District Officer. Outline your goals you have and what you want the future of the Pennsylvania District to look like.
- **Ask your Home Club for endorsement.** Prior to convention, you can ask your club to support you for District Office by voting to endorse your candidacy. This means that your club gives you support for your District Office position. Note: Your club delegates may still vote for any officer at District Convention. Endorsement can be done at any meeting with a valid vote occurring.
- **Prepare your speeches ahead of time.** This will do wonders for easing your stress load. It is suggested to bring at least two prepared speeches, one caucusing and one for the House of Delegates.
- **Prepare literature.** This is optional, but usually gives you an edge. Prepare a document to hand out at the caucus sessions. This usually includes your name, home club, position running for, offices you've held in Circle K and other organizations, a picture of yourself, and your platform. Don't be afraid to get creative. You should have one for each District Convention attendee (an accurate count can be obtained by emailing the District Governor at [governor@pacirclek.org](mailto:governor@pacirclek.org)). Note: You may only publicize club endorsement if it is a unanimous vote.
- **Prepare a campaign team.** These members need to be non-board members. It is good if you are able to recruit members from your own club and from others. They will be able to nominate you at the Opening Session and will be introducing you at caucusing.
- **Caucus Questions.** Be prepared to answer questions during the caucus sessions and House of Delegates. Some sample questions are provided in this packet.
- **Always act and dress professionally during the District Convention.** You should model what you want to see in a District Officer, as well as following the dress code. After all, the election is official business.
- **Meet the members who are at the Convention but do not make everything about your campaign.** Be genuine, no one wants to feel like you are interacting merely to get the vote.
- **Take some time for yourself during the District Convention.** Even if it is just 15 minutes, this will make a difference in your attitude and mindset throughout the weekend.
- **If you run for a position and are not elected, you have the option to drop down to another position, which has not yet been voted on, during the House of Delegates.**

## **A Guide for Caucusing**

Caucuses are an opportunity for Circle K members to seriously evaluate candidates' qualifications for office. Questions should focus on candidates' skills, past experience, their platforms, qualifications, and knowledge and perceptions of the organization. Past behavior is the best predictor of future behavior.

### **Topics of Caucus Questions**

- Candidates' skills and qualities necessary to be an effective District Board Member.
- Goals and objectives for the future of the organization.
- Knowledge of the organization and the relationship between the District Board, clubs, and members.

### **Sample Caucus Questions**

Caucus questions should focus on getting information from the candidates which illustrates their qualifications for the position. Nonsense and irrelevant questions, along with hazing, are not appropriate behaviors during caucusing. Below are sample caucus questions that you may get asked.

1. What are your qualifications for this position?
2. What is your favorite Circle K experience?
3. Why did you join Circle K?
4. If elected, what will your duties be?
5. Explain your platform.
6. How will you be able to manage both your school and District Board responsibilities?
7. What other school activities are you involved in? What have you learned from this outside involvement and how can you apply this learning to your involvement with Circle K?
8. Why are you seeking this office?
9. What have you done to improve your club this year?
10. What does Circle K mean to you?
11. How have you benefited from involvement in Circle K?
12. Describe why you believe you are qualified for this office.
13. Give three adjectives to describe yourself.
14. What is your greatest strength? Weakness?
15. What do you see as the main priority of the District Board next year?
16. If someone who knew nothing about Circle K asked you what it is, how would you respond?
17. What qualities should a successful officer possess? Which of these qualities do you possess?
18. What accomplishments are you especially proud of?
19. How do you plan to achieve your goals?
20. What do you hope to gain from your experience as a District Board member?
21. How would a friend describe you?
22. What motivates you to put forth your greatest effort?
23. In what ways do you think you can make a contribution to our organization?
24. What do you think is the strongest aspect of our organization?
25. What would you do to develop more interest in the District Service Project?
26. What do you view as the most important priority of the District Board next year?
27. What strengths and weaknesses do you see within our organization?