

RUNNING FOR HIGHER OFFICE FOR THE FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL

District Governor: The District Governor is responsible for the overall operations of the district board and establishes goals for the year. He or she trains other district officers, appoints committees, assigns directives, and builds and maintains relationships with other Kiwanis---family leaders by going to various Kiwanis events and communicates district needs. He or she also works with the Governor's Project Committee to spread the word about the project, and thinks of new ways to get members involved. Along with these tasks, the Governor presides over Board meetings, organizes the agenda, reports into international, and works to keep all District Board members on track and enthusiastic about their work. District Governor is elected at the District Education and Leadership Conference.

District Secretary: The District Secretary maintains all records of the district such as District Board Minutes, District Board Data Sheet, District Board Directory, and District Hours Spreadsheet. He or she provides support to club secretaries by creating monthly newsletters and training materials and responding to all their questions. The District Secretary manages the Online Pride Report and Officer Information (OPR) System and is responsible for sending district-wide communications to clubs and members. He or she also serves as an executive advisor to some committees. A District Secretary should be proficient in Microsoft Word, Microsoft Excel, and the Keycommunity System. District Secretary is elected at District Education and Leadership Conference.

District Treasurer: The District Treasurer is responsible for creating a district budget, monitoring finances, approving all expenditures, creating and filing appropriate financial reports, and coordinating dues collection. During dues season, he/she monitors the growth of the district membership, develops and distributes a weekly club dues status report to keep the district board updated, and maintains constant communication with Lieutenant Governors and club treasurers to assist in dues submission, to resolve delinquent/inactive clubs, or to clarify anything concerning finances. The District Treasurer assists the Florida Opportunity Fund (FLOF) and the Florida Endowment Fund committees. For FLOF, he/she assists in reviewing applications. For Endowment, he/she works very closely with the chair to develop fundraising ideas and execution methods. District Treasurer is elected at District Education and Leadership Conference.

District Webmaster: The District Webmaster is responsible for maintaining all online district communications. This includes, but is not limited to managing and updating the District website, the District's email system, and the Online Pride Report and Officer Information (OPR) System. The District Webmaster also provides technical assistance to the district board and to

club webmasters. The District Webmaster should be proficient in multiple technical tools such as Google Suite, the Keycommunity System and have sufficient coding knowledge. This is an appointed position.

District Editor: The District Bulletin Editor is responsible for managing the District's social media accounts (Twitter, Instagram, and Facebook) and keeping the information timely and relevant. He or she may create and distribute an executive newsletter each month including updates and information from Executive Committee members. The Editor designs an online magazine called *The Sunshine Source* (TSS), which is published every other month. The Editor sends out a monthly email detailing which topics Lieutenant Governors should include in their monthly bulletins and sends monthly informational emails to club editors. He or she also assists in creating district logos and designs. Additionally, the Editor provides resources and feedback to district officers and club editors about blurbs, newsletters, and social media. He or she serves as Executive Committee Advisor to several committees and ensures that the members remain active and informed. This is an appointed position.

Executive Assistant: The District Executive Assistant serves as the official aide to the executive committee in creating forms, resources, and files for the Florida District and the District Board. He or she may be assigned special projects by the Governor or Executive Committee, which might involve working with computer programs such as Excel, assisting district committees, and maintaining and distributing certain district reports.

Lieutenant Governor: Each lieutenant governor is responsible for supporting and growing the clubs within his or her division and serving as a liaison between the district and the club. Duties include publishing a monthly electronic bulletin, holding Divisional Council Meetings (DCM), training and consulting with club officers and advisors, and serving on one or more district committees. Lt. Governors are elected at Spring Zone Rally.

DCON Chair: The DCON Chair (s) is primarily responsible for organizing and executing all parts of the annual Key Club District Education and Leadership Conference including scheduling events, coordinating registration, scripting general sessions, organizing and supervising subcommittees, and monitoring expenses. Additionally, the DCON Chair serves as a conference resource for clubs and board members to throughout the year. The DCON Chair(s) should be proficient with large team management and organization software's/strategies. This is an appointed position.

International Endorsement: Running for International Endorsement allows one the opportunity to be endorsed at District Education and Leadership Conference, which is required to qualify to run for an international office at the International Convention. If elected at International Convention, they are expected to send out bi-weekly updates, fill out reports, and serve on international committees.