

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
BOARD COMMITTEE AGENDA**

**BOARD COMMITTEE ON  
EXECUTIVE**

June 29, 2011

Phoenix, Arizona

Committee Members

\_\_\_\_\_ XinLei Wang, Chairman  
\_\_\_\_\_ Ikwo Morris  
\_\_\_\_\_ Annie Lewandowski  
\_\_\_\_\_ Nick Cornell  
\_\_\_\_\_ Nancy Zhang  
\_\_\_\_\_ Mike Downs, Staff Liaison  
\_\_\_\_\_ Jerry Peuler, Kiwanis Liaison

1. Call to Order
2. Information Items
  - a. Board Performance
3. Consent Items
  - a. Vice President Duties
  - b. Vision Statement
  - c. Selection of the 2013 Convention site
4. Action Items
  - a. Resolution to Rename the Distinguished District Governor Award
5. Adjournment

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
COMMENTS ON AGENDA ITEMS**

**BOARD COMMITTEE ON  
EXECUTIVE**

**Information Items**

a. **Board Performance**

The Committee carefully reviewed the performance of members of the Board of Trustees. Topics included communication, interpersonal relationships, and the quality of resources provided to the respective districts. Upon evaluation, the Committee took appropriate measures to correct any issues and ensure an efficient governance as well as accountability to district board members.

**Consent Items**

a. **Vice President Duties**

The Committee concluded that the duties as outlined in the Board Policies are very vague and that we should look into expanding the section to include more specific duties. The main point of this change is to enhance the Kiwanis Family relationship, increase board efficiency, international outreach, and enhance the International Council relationship.

**C. Key Club International Board of Trustees**

**5. Duties of the Vice President Concerning Districts\***

The Key Club International vice president shall have the following duties:

- a. Submission of a report to the members of the International Council and the international director that outline the vice president's involvement over the previous month in regards to international committees, district interaction, local club involvement, and fulfillment of specified duties.
- b. Submission of a report covering the activities of the Key Club International Board of Trustees at all meetings of the Circle-K International Board of Trustees and Kiwanis International Board of Trustees.
- c. Creation of a monthly update that shall include timely information concerning the following, as well as any articles requested by the Key Club International president, members of the International Council, and/or the staff:
  1. News concerning Kiwanis Family organizations and happenings.
  2. Updates on international growth and other information pertaining to international clubs.
  3. Updates from the various districts of Key Club International.
  4. Status of directives and other works of the Board of Trustees.
- d. Maintain communication with districts-in-formation and clubs without the ability to form into districts.
- e. Record the activities of the Board of Trustees, including all monthly reports, as designated by the Key Club International president and/or the international director.

Renumerate the proceeding sections.

b. Vision Statement

The Strategic Planning Committee crafted a new vision statement that was presented to the Committee. With the approval of the board, it shall replace “To develop competent, capable, and caring leaders through the vehicle of service.” The new vision statement will read:

**We are caring and competent servant leaders transforming communities world-wide.**

The proposed vision statement more accurately represents a statement of where we want to be in the future and what we striving to become. Whereas the current vision statement closely represents the mission statement, the proposal seeks to differentiate between the two. It complements the new strategic initiatives that were formed by the committee, which will be presented to the general membership at International Convention.

c. Selection of the 2013 Convention site

Staff has worked to secure a location for the 2013 Key Club International convention. After performing site visits in Seattle, Washington and Washington, DC it was determined that the best bid was presented by the Washington DC Hilton. It should be noted that Seattle withdrew its bid prior to the final selection. The Capital District has agreed to host the convention and are excited about the opportunity to have Key Club International in 2013. Washington, DC provides numerous activities and attractions that are free of charge and is easily accessible by three major airports. The Committee will be asked to approve Washington, DC and the Capital District as the host for the 2013 International convention.

**Action Items**

a. Resolution to Rename the Distinguished District Governor Award

The Committee on Executive received an official letter from the Governor of West Virginia District requesting the Board of Trustees to rename the Distinguished District Governor Award in honor of Father Charles E. McCallister. The complete petition can be found at: <http://www.petitiononline.com/FrChuck/petition.html>. Under the proposal, the award would be known as the Father Charles E. McCallister Distinguished District Governor’s Award. The Committee discussed the merit of the recognition for Father Charles E. McCallister. The Committee will discuss two concerns with the Board prior to voting on this issue. While Father Charles E. McCallister dedicated a great deal of time and service to Key Club, the Executive Committee does not believe it is in the best interest of the organization to adopt the renaming of the Distinguished Governor’s Award.

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
BOARD COMMITTEE AGENDA**

**BOARD COMMITTEE ON  
LEADERSHIP**

June 28, 2011

JW Marriott Desert Ridge Resort  
Phoenix, Arizona

Committee Members

\_\_\_\_\_ Matt Harper, Chairman  
\_\_\_\_\_ Lisa Nicholson  
\_\_\_\_\_ Will Robertson  
\_\_\_\_\_ Ashley Williams  
\_\_\_\_\_ Nancy Zhang  
\_\_\_\_\_ Amelia Miller, Staff Liaison

1. Call to Order
2. Information Items
  - a. Convention Election Procedures
  - b. Annual Achievement Report Revisions
3. Consent Items
  - a. Distinguished Officer Award Arrangement
  - b. Distinguished Governor Award Amendments
  - c. Distinguished Secretary Award Amendments
  - d. Distinguished Treasurer Award Amendments
  - e. Distinguished Secretary-Treasurer Award Amendments
  - f. Distinguished Bulletin Editor Award Amendments
  - g. Key of Honor Guidelines Amendment
4. Action Items
5. Adjournment

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
COMMENTS ON AGENDA ITEMS**

**BOARD COMMITTEE ON  
LEADERSHIP**

**Information Items**

a. Convention Election Procedures

The committee, in conjunction with Leadership Specialist Amelia Miller, finalized the rules and suggested format governing the rounds of caucusing at International Convention. “Caucus-at-a-Glance” resources were created and distributed to each caucus room’s moderator.

b. Annual Achievement Report Revisions

Following a discussion with several members and supporters of member clubs, District Boards of Trustees, and the International Board of Trustees, the committee undertook a project of revising the Annual Achievement Report to ensure it continues to evaluate clubs in a more modern way in even closer keeping with our organization’s mission, vision, and core values. A foundation has been set to allow for completion early in the 2011-2012 administrative term.

**Consent Items**

a. District Officer Award Arrangement

The committee recommends the Recognition Program for District Officers be re-arranged as part of the Addendum to the International Board Policies to follow a more predictable, logical order in the newest editions of the Key Club International Guidebook. This Board recommendation to the support staff would see the awards arranged in descending order of seniority, beginning with the District Governor.

b. Distinguished Governor Award Amendments

As part of a sweeping review of Key Club International’s Recognition Program for District Officers, the committee reviewed the criteria for the Distinguished Governor’s award. Several amendments are proposed as a means of realigning the award with a more modern system of district management and with the implementation of Key Club International’s mission, vision, and core values. **ATTACHMENT A**

c. Distinguished Secretary Award Amendments

Similarly to the Distinguished Governor Award, this program needed updating to ensure its prolonged effectiveness in creating the greatest possible Secretaries in the thirty-three districts of Key Club International. . **ATTACHMENT A**

d. Distinguished Treasurer Award Amendments

Similarly to the Distinguished Secretary Award, this program needed updating to ensure its prolonged effectiveness in creating the greatest possible Treasurers in the thirty-three districts of Key Club International. . **ATTACHMENT A**

e. Distinguished Secretary-Treasurer Award Amendments

Changes to the current Secretary-Treasurer Award are warranted both for the reasons highlighted above, and for the fact that similar changes are proposed for the separate awards of Distinguished Secretary and Distinguished Treasurer. . **ATTACHMENT A**

f. Distinguished Bulletin Editor Award Amendments

Similarly to the Distinguished Treasurer Award, this program needed updating to ensure its prolonged effectiveness in creating the greatest possible Bulletin Editors in the thirty-three districts of Key Club International. . **ATTACHMENT A**

g. Key of Honor Guidelines Amendment

Opportunities for clarification in the Key of Honor award guidelines were revealed earlier in this administrative term, so members of the committee worked to improve upon what currently exists in the Addendum to the International Board Policies in Key Club's Guidebook. **ATTACHMENT B.**

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
BOARD COMMITTEE AGENDA

BOARD COMMITTEE ON  
VOICE

June 29, 2011

JW Marriott Desert Ridge Resort  
Phoenix, Arizona, USA

Committee Members

\_\_\_ David Velasquez, Chairman  
\_\_\_ Nicholas Cornell  
\_\_\_ Annie Lewandowski  
\_\_\_ Robert Peck  
\_\_\_ Amanda Spice, Staff Liaison

1. Call to Order

2. Information Items

- a. Key Club International Convention Promotional Video 2012
- b. Convention Promotion (Phoenix)
- c. Webinars
- d. Touch Cards

3. Consent Items

- a. Translations

4. Action Items

5. Adjournment

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
COMMENTS ON AGENDA ITEMS

BOARD COMMITTEE ON  
VOICE

Information Items

a) Key Club International Convention Promotional Video 2012

Based on the feedback given to Staff, footage was shot at the 2012 International Convention site for the 2012 ICON promotional video. The committee hopes that the footage, which includes Key Clubbers showcasing the hotel, will result in a promotional video that is more appealing to the membership.

b) Convention Promotion (Phoenix)

The committee created a series of Facebook status updates pertaining to the 2011 International Convention. The Facebook statuses included fun facts about Phoenix and were intended to encourage Key Club members to post comments on the Key Club Facebook page.

c) Webinars

The committee continued to work with Children's Miracle Network in developing a presentation for a webinar. A working relationship was established with CMN and its representatives provided useful feedback for laying the groundwork for the webinar. The committee will transfer all of the work it has done to next year's board, so that they can finalize details with CMN and further develop the use of webinars as a method of communication with the membership,

d) Touch Cards

Promoting the Key Club brand is a key component of the marketing aspect. The committee began research on promoting the Key Club brand to individuals in our communities through the use touch cards. Touch cards would provide individuals with a convenient business-sized card that includes important information about the organization. The committee drafted a template that would allow clubs to conveniently print these cards for their events.

## Consent Items

### a) Translations

The committee finalized the application for translations and discussed the different components of translations. In order to allow future boards to address the topic of translations, the committee prepared a proposal for a policy change. The policy change will allow future boards to adapt to Key Club International's growth and utilize allotted money to translate resources at the discretion of the board and Staff.

Proposed Policy Change:

#### Key Club International Support for Translations

a. Key Club International shall support existing clubs in the regions in which districts are allowed through translated materials when there is a demonstrated need. This demonstrated need shall be determined by the Key Club International Board through review, at any regular meeting, of applications for translation submitted by a district, club, or group of clubs. The application's contents shall be decided by the Key Club International Board.

b. Key Club International shall annually budget a minimum of \$2,500 to translate materials. The funds budgeted for translation shall be used when the Key Club International Board decides there is demonstrated need. The Key Club International Board is not required to spend all funds budgeted for translations in any given year.

c. The Key Club International Board may approve materials related to club chartering for translation if they believe there is good cause to and potential for growth, without receiving an application for translation. The Key Club International Board may not translate materials otherwise without an application for translation.

## Recognition Programs for Districts

### “Distinguished Officer Award Arrangement”

Resolved: That the separate pieces of Key Club International’s Recognition Program for Districts as they pertain to outstanding officers will be re-ordered to more closely reflect the order laid out below. The order of these awards in the Addendum to the International Board Policies will be: Distinguished Governor; Distinguished Secretary; Distinguished Treasurer; Distinguished Secretary-Treasurer; Distinguished Bulletin Editor; Outstanding Lt. Governor.

Separately resolved: That the following pieces of Key Club International’s Recognition Program for Districts as they pertain to outstanding officers will be revised in the ways outlined below.

<u>Recognition Program Award</u>	<u>Beginning Page</u>
Distinguished Governor.....	2
Distinguished Secretary.....	5
Distinguished Treasurer.....	7
Distinguished Secretary-Treasurer.....	9
Distinguished Bulletin Editor.....	12

*Note: No changes to the Robert F. Lucas Outstanding Lt. Governor’s Award are proposed.*

Distinguished District Governor's Award

A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition ~~of an~~ program for each individual's performance.

B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nominations must be received at Key Club International no later than the first Friday in May.

C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of at least ~~1229~~ 1130 points out of the 1365 ~~1255 possible points.~~ (11/01) (10/03) (07/05)

**Comment [M1]:** All awards still require the approximate standard of 90%

D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

1. ~~Club newsletter~~ Correspondence—Produce and distribute at least four newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club presidents. The following are to be taken into consideration.

**Comment [M2]:** Newsletters are no longer strictly required of any executive officer. These "formal communiqués" allow for greater flexibility in communication between executive officers and the rest of the District Board.

(~~90~~ 100 points maximum)

- a. Utilization of graphic standards. (10 points)
- b. Content covered throughout the year (~~60~~ 70 points)

- 1. Major Emphasis Program
- 2. Youth Opportunities Fund
- 3. Kiwanis family
- ~~4. New club building~~

- 4. District convention
- 5. International convention
- 6. District and International dues payment
- 7. Club membership growth

**Comment [M3]:** Does it make sense to report on how to build clubs to the clubs that already exist? The new point 7 may be more applicable.

- c. Timeliness of covered materials (15 points)
- d. Spelling/grammar (5 points)

2. ~~Board newsletters~~ Correspondence —Produce and distribute at least ten monthly newsletters twelve formal communiqués (flyers, newsletters, letters, diagrams, etc.) to district board. The following are to be taken into consideration. (~~90~~ 100 points maximum)

**Comment [M4]:** This requires a Governor communicate with his/her board in some formal way literally *every* month of the year... That much is vital to district success.

- a. Utilization of graphic standards. (10 points)
- b. Content covered throughout the year (~~60~~ 70 points)

- 1. Major Emphasis Program
- 2. Youth Opportunities Fund
- 3. Kiwanis family
- 4. New club building and reactivation
- 5. District convention
- 6. International convention
- 7. District and International dues collection

- c. Timeliness of covered materials (15 points)

d. Spelling/grammar (5 points)

3. **Board meeting agenda**—Prepare and distribute a tentative agenda for each district board meeting. (100 points maximum)

4. **District officer training**—Develop materials and institute a training program for district officers. The prescribed training must at a minimum include the following. (100 points maximum, deduct 25 points if training does not occur before international convention):

- a. Major Emphasis ~~Program~~
- b. Youth Opportunities Fund
- c. Kiwanis family
- d. Planning service projects and programs
- e. Suggested calendar
- f. Position responsibilities
- g. Emphasis on club building and reactivation
- h. Guidelines for divisional meetings
- i. Distinguished officer awards

5. **Committee directives**—Provide written directives and assist district committees in their operation. (~~120~~ 100 points maximum)

a. Appoint at least the following standing committees, or at least four standing committees with similar functions to those that follow: (20 40 points)

1. Public relations Membership Development
2. Kiwanis family relations Executive
3. Major Emphasis Program Service Planning
4. Convention Planning

b. Appoint convention committees during term as needed (20 points) (\*If the district chooses not to appoint convention committees, a letter from the administrator is required to be eligible for the 20 points.)

c. Thoroughly explain committee responsibilities (20 points)

d. Schedule committee meetings at district board meetings and provide directives for each (20 points)

e. Provide follow-up directives on a quarterly basis (20 points)

f. Use a committee report form and record in district minutes (20 points)

6. **Required attendance**—The district governor must attend the following: (175 points maximum—~~deduct~~ 25 points for each event not attended)

- a. District convention at the beginning and end of term as governor
- b. Governor/Administrator Training Conference
- c. International Convention during his/her the term in office
- d. Governors forum at the international convention Key Club Leadership Conference
- e. All district board meetings
- f. Kiwanis district convention or mid-winter conference during term in office
- g. CKI district convention during term in office

7. **Active clubs and membership** (40 points maximum)

- a. Publicity and promotion of new clubs (20 points)
- b. Publicity and promotion of club membership growth (20 points)

**Comment [M5]:** These committees will more closely resemble the very fully functional International Board model while allowing many of the same tasks to fall where they traditionally would.

**Comment [M6]:** Simplification

**Comment [M7]:** This theme appears in all the awards: Allowing officers to *gain* points rather than have them *taken away*.

**8. Dues collection (25 points maximum)**

- a. ~~Publicity and promotion of dues collection~~

**7. District Board Performance (70 points maximum)**

- a. Institute a program of monthly reporting for Lt. Governors (20 points)
- b. Provide each board member with an evaluation of their performance quarterly (50 points)

**Comment [M8]:** Now covered in criteria 1 and 2 above.

**Comment [M9]:** Important.

**8. Kiwanis-family relations (125 100 points maximum)**

- a. Hold at least one meeting with Kiwanis governor (25 points)
- b. Hold at least one meeting with CKI governor (25 points)
- c. Attend at least one Kiwanis district board meeting (25 points)
- d. Attend at least one CKI district board meeting (25 points)
- e. ~~Hold a district wide Kiwanis family event (25 points) (10/02)~~

**9. Board liaison (100 80 points maximum)**

- a. Provide written directives for board liaison outlining how he/she can assist the district (25 30 points)
- b. Provide time at board meeting for board representative liaison's report (25 10 points)
- c. Communicate at least two times per month with the board liaison (25 30 points)
- d. Provide opportunity at district convention for the board liaison to address the entire convention (25 10 points)

**10. Reporting (100 50 points maximum—deduct 25 5 points for each report submitted on time late and 50 points for each report not submitted).** File all reports (international board committee questionnaires, surveys, etc.) required by the Key Club International Office or board within specified time limits.

**11. Administrator (100 80 points maximum)**

- a. Contact the administrator prior to each board meeting to prepare the agenda (50 40 points)
- b. Communicate at least three times per month with the administrator (50 40 points)

**12. Service to home, school and community**

(100 points if service is verified)—Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

**13. Miscellaneous\*** (100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

Points shall be awarded at the discretion of the judges. (6/00)

\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

### Distinguished District Secretary's Award

A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition ~~of an~~ program for each individual's performance.

B. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received at Key Club International no later than the first Friday in May.

C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of ~~833 878~~ 878 points out of ~~925 975~~ 975 possible points. (07/05)

D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below. (11/01)  
(10/03)

#### E. Criteria

1. ~~Board newsletters~~ Correspondence—Produce and distribute at least ten ~~monthly newsletters~~ formal communiqués (flyers, newsletters, letters, diagrams, etc.) for district board members. The following are to be taken into consideration. (100 points maximum)

a. Utilization of graphic standards. (10 points)

b. Content (70 points)

1. Role of club secretary (i.e. general correspondence and minutes)

2. Club roster collection

3. Upcoming district events

4. Other responsibilities/duties of club secretary

c. Timeliness of covered materials (15 points)

d. Spelling/grammar (5 points)

2. ~~Club newsletters~~ Correspondence—Produce and distribute at least ~~three newsletters~~ formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club secretaries. The following are to be taken into consideration. (100 points maximum)

a. Utilization of graphic standards. (10 points)

b. Content (70 points)

1. Role of club secretary (i.e. general correspondence and minutes)

2. Club roster collection

3. Upcoming district events

4. Other responsibilities/duties of club secretary

c. Timeliness of covered materials (15 points)

d. Spelling/Grammar (5 points)

3. **Club secretary's workshop**—Develop materials for and conduct a club secretary's workshop at the district convention at the end of his/her term of office. ~~(100 75~~ points maximum)

4. **Board minutes**—Distribute copies of all district board minutes to district board officers and submit electronically to the International Office. (100 points maximum)

a. Within 15 days of the board meeting (100 points)

b. Within 30 days of the board meeting (50 points)

c. Within 45 days of the board meeting (25 points)

d. Later than 45 days (10 points)

e. No report (0 points)

5. **Required attendance**—The district secretary must attend the following: (75 points maximum—~~deduct 25 points for each event not attended~~)

a. District convention at the beginning and end of term

b. ~~District secretary's forum at the international convention~~ International convention during term

c. All district board meetings

6. **Reporting**—Present the secretary's report at all official board meetings. (~~400~~ 75 points maximum—~~deduct 25 points for each report not submitted~~)

7. End of Year Report (100 points maximum) —Compile the final reports of all the committees of the District Board

Comment [M10]: Important.

a. Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives (60 points)

b. Distribute the report to the following persons: (40 points)

New District Governor, District Administrator, Board Liaison

7. **Club officer directory**—Produce and distribute a club officer directory for distribution to clubs and district officers. (100 points maximum)

Districts with 100 clubs or less

a. Before October 1 (100 points)

b. Before November 1 (70 points)

c. After November 1 (25 points)

Districts with 101 clubs or more

a. Before November 1 (100 points)

b. Before December 1 (70 points)

c. After December 1 (25 points)

Comment [M11]: This is a hard job anywhere, let's remove the double standard for small/large districts.

8. **Club officer directory addendums** (25 points maximum)—Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings.

9. **Board liaison** (25 points maximum)—Communicate at least once per month with the board liaison

Comment [M12]: Simplification.

a. Communicate at least once per month with the board liaison (10 points)

b. Send all copies of the district secretary's board newsletter to the liaison (15 points) (11/01)

10. **Service to home, school and community** (100 points if service is verified)—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

11. **Miscellaneous\*** (100 points maximum)—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (6/00) \*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Treasurer's Award

A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition ~~of an~~ program for each individual's performance.

B. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.

C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of ~~1013~~ 968 points out of ~~1125~~ 1075 possible points. (10/03) (07/05)

D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

1. **Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. (200 points maximum—~~deduct 25 points each item not submitted~~)

2. **Board newsletters Correspondence**—Produce and distribute at least ten ~~monthly newsletters~~ formal communiqués (flyers, newsletters, letters, diagrams, etc.) for district board members. The following are to be taken into consideration. (100 points maximum)

a. Utilization of graphic standards. (10 points)

b. Content including: (70 points)

1. Role of club treasurer (i.e. dues collection and club budget)

2. District and International dues collection

3. Divisional dues payment status updates

4. Fundraising project ideas

5. Upcoming district events

Other responsibilities/duties of club treasurer

c. Timeliness of covered materials (15 points)

d. Spelling/grammar (5 points)

3. **Club newsletters Correspondence**—Produce and distribute at least three ~~newsletters~~ formal communiqués (flyers, newsletters, letters, diagrams, etc.) written to club treasurers. The following are to be taken into consideration. (100 points maximum)

a. Utilization of graphic standards. (10 points)

b. Content including: (70 points)

1. Role of club treasurer (i.e. dues collection and club budget)

2. District and International dues collection

3. Fundraising project ideas

4. Registering and paying for upcoming district events

5. Other responsibilities/duties of club treasurer

c. Timeliness of covered materials (15 points)

d. Spelling/grammar (5 points)

Comment [M13]: Needless.

Comment [M14]: This better fits the expertise and job description of the office.

~~4. First delinquent dues notification~~—Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31. (100 points)

~~5. Second delinquent dues notification~~—Send notification of delinquent dues status to the school principal and president of the sponsoring Kiwanis club by January 31. (100 points)

~~6. Third delinquent dues notification~~—Send notification to school principal and faculty advisor prior to district convention. (100 points)

~~4. Delinquent Dues Notifications (300 points – 100 points for each notification)~~

~~a. First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.~~

~~b. Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.~~

~~c. Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to district convention.~~

~~5. Required attendance~~—The district treasurer must attend the following: (400 75 points maximum—~~deduct 25~~ points for each event ~~not~~ attended)

~~a. District convention at the beginning and end of term~~

~~b. International convention during his/her term~~

~~c. District treasurer's forum at the international convention~~

~~d. All district board meetings~~

~~6. Reporting~~—Present the treasurer's report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting. (400 75 points maximum - ~~deduct 50~~ 25 points for each report ~~not~~ submitted)

~~7. Board liaison (25 points) – Communicate at least once per month with the board liaison~~

~~a. Communicate at least once per month with the board liaison (10 points)~~

~~b. Send all copies of the district treasurer's board newsletter to the liaison (15 points) (11/01)~~

~~8. Service to home, school and community~~—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50. (100 points if service is verified)

~~11. Miscellaneous\*~~—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum)

\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Comment [M15]: Simplification.

#### Distinguished District Secretary-Treasurer's Award

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition ~~of an program for each~~ individual's performance.
- B. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.
- C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of ~~936 1026~~ points out of ~~1040 1140~~ possible points. (11/01) (10/03) (07/05)
- D. Information must be submitted in no more than one binder, not to exceed four inches, keeping in accordance with each individual heading described below.
- E. Criteria

1. ~~Board newsletters~~ **Correspondence**—Produce and distribute at least ten ~~monthly newsletters~~ formal communiqués (flyers, newsletters, letters, diagrams, etc.) for district board members. (100 points maximum)
  - a. Utilization of graphic standards. (10 points)
  - b. Content (70 points)
    1. Role of club secretary (i.e. general correspondence and minutes)
    2. Role of club treasurer (i.e. dues collection and club budget)
    3. Club roster collection
    4. District and International dues collection
    5. Divisional dues payment status updates
    6. Fundraising project ideas
    7. Registering and paying for upcoming district events
    - ~~Other responsibilities/duties of club secretary and club treasurer~~
  - c. Timeliness of covered materials (15 points)
  - d. Spelling/grammar (5 points)
2. ~~Club newsletters~~ **Correspondence**—Produce and distribute ~~at least three newsletters to club secretaries and at least three newsletters to club treasurers or~~ at least four ~~newsletters~~ formal communiqués to both club secretaries and club treasurers. See list of criteria below. (100 points maximum)
  - a. Utilization of graphic standards. (10 points)
  - b. Content including: (70 points)
    1. Role of club secretary (i.e. general correspondence and minutes)
    2. Role of club treasurer (i.e. dues collection and club budget)
    3. Club roster collection
    4. District and International dues collection
    5. Fundraising project ideas
    6. Registering and paying for upcoming district events
    - ~~Other responsibilities/duties of club secretary and club treasurer~~
  - c. Timeliness of covered materials (15 points)

- d. Spelling/grammar (5 points)
3. **Club ~~secretary-treasurer's workshop~~**—Develop materials for and conduct a club ~~secretary-treasurer's~~ workshop at the district convention at the end of term in office. (50 points maximum)
4. **Board minutes**—Distribute copies of all district board minutes to district board officers and submitted electronically to the International Office. (50 points maximum)
- Within 15 days of the board meeting (50 points)
  - Within 30 days of the board meeting (35 points)
  - Within 45 days of the board meeting (25 points)
  - Later than 45 days (10 points)
  - No report (0 points)
5. **Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. (~~100 50 points maximum—deduct 15 5 points each item not submitted.~~)
6. **Required attendance**—The district secretary/treasurer must attend the following: (~~100 75 points maximum—25 points for each event attended~~)
- District convention at the beginning and end of term
  - International convention during term
  - ~~Either the district secretary's forum or the district treasurer's forum at the International convention~~
  - All district board meetings
7. **Reporting**—Present a secretary-treasurer's report at all official board meetings. (~~100 75 points maximum—deduct 25 points for each report not submitted~~)
- 8. End of Year Report (50 points maximum)**—Compile the final reports of all the committees of the District Board
- Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives (30 points)
  - Distribute the report to the following persons: (20 points)  
New District Governor, District Administrator, Board Liaison
9. **Club Officer Directory**—Produce and distribute a club officer directory for distribution to clubs and district officers. (50 points maximum)
- ~~Districts with 100 clubs or less~~
- ~~Before October 1 (50 points)~~
  - ~~Before November 1 (25 points)~~
  - ~~After November 1 (0 points)~~
- ~~Districts with 101 clubs or more~~
- Before November 1 (50 points)
  - Before December 1 (25 points)
  - After December 1 (0 points)
10. **Club officer directory addendums**—Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings. (15 points maximum)
- 11. Delinquent Dues Notifications (300 points – 100 points for each notification)**

**Comment [M16]:** More standard in districts that have Secretary-Treasurers on the District Board.

- a. First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
- b. Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
- c. Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to district convention.

**14. Board liaison**—(25 points maximum) — Communicate at least once per month with the board liaison

- ~~a. Communicate at least once per month with the board liaison (10 points)~~
- ~~b. Send all copies of the district secretary/treasurer's board newsletter to the liaison (15 points)~~ (11/01)

**15. Service to home, school and community**—Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. (100 points if service is verified—deduct 5 points for every hour below 50.)

**16. Miscellaneous\***—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)

\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Bulletin Editor Award

A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, ~~but a recognition program of an~~ for each individual's performance.

B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct.

Nominations must be received at Key Club International no later than the first Friday in May.

C. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee ~~must accumulate a total of at least 840~~ 743 ~~points out of the 900~~ 825 ~~possible points.~~  
(10/02) (07/05)

D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

**1. Board Correspondence** (100 points maximum)—Produce and distribute at least five articles of correspondence for district board members. The following are to be taken into consideration.

- a. Publication deadlines (20 points)
- b. Suggestions on how to write articles (20 points)
- c. Notifications to officers of articles they are responsible to write for district publications (20 points)
- d. Usage of graphic standards (20 points)
- e. Timeliness of covered materials (15 points)
- f. Spelling/grammar (5 points)

**2. District Publications** (300 points maximum)—Produce and distribute publication(s) to clubs. If only one publication is produced, it will be judged out of 300 points. If two publications are produced, each will be worth 150 points. If three publications are produced, each will be worth 100 points. In order to receive points for publications, graphic standards must be followed. If more than three publications are produced, please indicate which three are to be judged and will be worth 100 points each. The following should be taken into consideration.

- a. Content (required in all publications)
  1. Major Emphasis ~~Program~~
  2. Youth Opportunities Fund
  3. International representative's message
  4. Governor's message
  5. Club/division highlights
- b. Content (required in only one publication)
  1. District convention summation
  2. International convention promotion
  3. International convention summation
  4. District convention promotion
- c. Spelling/grammar (all publications)
- d. Timeliness of covered material (all publications)

**3. Required Attendance** (~~200~~ 150 ~~points maximum, deduct~~ 50 ~~points for each event not attended.~~)

- a. District convention at the beginning and end of term

b. International convention during term

~~e. District bulletin editors forum at international convention~~

d. All district board meetings

4. Reporting (400 ~~75~~ points maximum, ~~deduct 25 points for each report not submitted~~)

a. Present the bulletin editors report at all official board meetings.

5. Service to home, school, community (100 points if service verified)—Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

6. Miscellaneous\* (100 points maximum)—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements such as sending the bulletin to other district bulletin editors and the International Office. Points shall be awarded at the discretion of the judges. (6/00)

\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

## ATTACHEMENT B – LEADERSHIP COMMITTEE

### **Key of Honor**

The **Key of Honor** is the highest recognition award presented by Key Club International. The recipient shall be 1) an individual who has made a life-long positive impact upon youth in general and Key Club in specific, or 2) an organization that should be so honored for a long-term support of youth and the Key Club program. When the award is to be presented to an individual within a Key Club district, the highest ranking officer of Key Club International in attendance at the convention of the home Key Club district should provide a formal announcement of the award at the convention. A biography or summary of the award recipient(s) should appear in a pre-convention issue of the Key Club magazine. The award shall be presented at the Key Club International convention.

**Nominations for the award shall be made by an individual Key Club or the member of a Key Club, and shall be according to the following criteria:**

**A.** All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nomination will be judged.

**B.** All nominations must contain the following:

**1. Letter of nomination:** This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club, and should provide a nomination statement, basic overview of the candidate and the reason for the nomination.

**2. Biographical information:** This should include schools/colleges attended, community involvements, occupation/business interests, Kiwanis-family and other youth service affiliations and other pertinent biographical information.

**3. Letters of recommendation:** A maximum of 20 letters may be submitted; however, only the first five will be considered in the award judging. The letters may be divided into any categories desired.

**4. Letter of summation:** This letter should be written by the individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this highest honor.

**5. Additional information:** Up to four pages of additional information including photographs, newspaper clippings, etc., may also be included in the nomination package.

**C.** No more than two Keys of Honor may be awarded in any year.

**D.** The selection of the recipient will be made solely upon the presentation received, rather than the international board's knowledge of the nominee. Nominations must be received at the International Office on or before the first Friday following January 5 of each year.

**E. All letters in the nomination package must be signed by the person or persons who wrote the letter. Each person who signs must also provide their phone number and email address.**

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
BOARD COMMITTEE AGENDA**

**BOARD COMMITTEE ON  
GOVERNANCE**

June 29, 2011

Phoenix, Arizona

Committee Members

\_\_\_\_\_ Ikwo Morris, Chairman  
\_\_\_\_\_ Matt Harper  
\_\_\_\_\_ XinLei Wang  
\_\_\_\_\_ David Velasquez  
\_\_\_\_\_ Mike Downs, Staff Liaison

1. Call to Order
2. Information Items
3. Consent Items
  - a. Board Mission Statement
4. Action Items
5. Adjournment

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES  
COMMENTS ON AGENDA ITEMS**

**BOARD COMMITTEE ON  
GOVERNANCE**

**Consent Items**

a. **Board Mission Statement**

The Committee on Executive intends to establish a broad, visionary direction of the Board of Trustees with the following mission statement. Why do we have a Key International Board of Trustees? How is it relevant to the general member? The statement defines the purpose of the Board to support the organization, committing to the idea of service.

**C. KEY CLUB INTERNATIONAL BOARD OF TRUSTEES\***

**1. Mission Statement**

To establish programs and policies that create a more meaningful international organization and support clubs, divisions, and districts to make more valuable our members' service to their home, school, and community.