

CNH | KEY CLUB

APPLICATION | District News Editor

Please read information and directions on the right .

Duties

TERMS AND CONDITIONS

- I will be a Key Clubber in good standing and complete at least 50 hours of service.
- I will communicate with my mentor at least once a week.
- I will communicate effectively with Board members, advisors, executive officers, administrators, and the general membership.
- I will conduct purposeful and well-planned monthly communications.
- I will attend all District Board Training Conferences and Meetings.
- I will attend Leadership Team meetings and conference calls.
- I will work with all committees and Executives to publish a purposeful monthly publication
- I will publish the annual convention issue.
- I will provide effective feedback regularly to Division News Editors.
- I will participate in judging the club and division newsletter contests.
- I will collaborate with the Tech Editor to showcase the members, Divisions, and District.
- I will promote membership and contributions to the graphics department and Visual Archive.
- I will strive to go above and beyond in my duties to serve the members of the District.
- I will support the objects of the CNH District.
- I will judge the appropriate contests.
- I will serve the position on behalf of the members to the best of my ability.

By submitting this application, I agree to fulfill the terms and conditions as stated above and I acknowledge that these terms and conditions are subject to change.

Application Overview

REGISTER

Go to the CyberKey and register as a candidate for this position.

IDENTIFY THE POSITION

PERSONAL INFORMATION

Full Name
Division, Region, Club, Graduation Year
Any Current Position (serving for the 2017-2018 term)
Cell Phone Number & Text Capability | Home Phone Number
Email

INTERNATIONAL CONVENTION

Although highly recommended, ICON attendance is not required. Will you be attending?

PROGRAMS & SKILLS

Identify the programs on your computer that you know how to use and your skills level

PERSONAL REFERENCES

Please provide three personal references to be used for final recommendation purposes.

PROMPTS

The District Newsletter is created for the members and is published each month.

- 1] Why are you applying for this position? Explain.
- 2] Being on the District Board is very time-consuming. How do you plan to manage your time between school, family, friends, and your duties as News Editor?
- 3] What is the importance of a monthly newsletter? How will you promote it so that a good majority of the membership will read it each month? Please provide specific examples.
- 4] Publishing a monthly publication requires a person who can effectively gather quality "articles" (items for the publication) on a regular basis from Executives and committees. What personality traits and qualities do you have that will help ensure the successful completion and quality of the district publications?

PUBLICATION SAMPLES

Samples must be in pdf. Send as separate attachments using the following file names: DNE_Name_Sample1; DNE_Name_Sample2; DNE_Name_Sample3

- 1] Please create a sample newsletter spread (3-7 pages) of what you envision the District News to look like. Include a cover page, table of contents, and a few pages of the newsletter with different features. DNE_Name_Sample1
- 2] Provide 2 samples of previously published work one of which must be a newsletter. DNE_Name_Sample2; DNE_Name_Sample3

DESCRIPTION

The District News Editor is responsible for publishing the monthly District News Publication; provide training and support on publishing effective publications; and promote the proper use of graphic standards, adherence to copyright laws, and protection of the organization and its partners.

Before applying for this position, please ensure that you will be able to attend all Board training conferences and meetings.

DIRECTIONS

You must PDF your document with all the personal information and answers to the prompts requested on the application. File name: DNE_Your Name

PERSONAL REFERENCES

You are required to provide only three personal references, not letters. You need to provide their names, position, phone number and email.

1. Adult (faculty, Kiwanis-, Region Advisor)
2. Club Leader
3. Division or District leader

DEADLINE

This application is due by **Tuesday, May 2, 2017** by **6:00 pm**. NO exceptions

SUBMISSION:

File name: DNE_Your Name
Email to: cnhkc.app@gmail.com
Subject: DNE | Your Name

INTERVIEW

If needed, a phone interview will be requested of personal references and/or the candidates and will be conducted by the Governor.

ONLINE REGISTRATION

IMPORTANT: Visit the CNH CyberKey and register online as a candidate for this position.

DISCLAIMER:

Submission of this application will allow the governor to consider your application for any other position. Please keep in mind that if you get the position, you will be required to resign any other positions that you may hold on the club, division, or district level.

Good luck! If you have any questions, please contact the District Governor.