



# CNH | KEY CLUB

— The Official —

## Member Recognition Coordinator Guide

Are you ready to recognize?



The Member Recognition Coordinator is a division leadership position appointed by the Lieutenant Governor. This person is responsible for becoming a resource to the division he or she serves involving recognition on all levels of Key Club.

### Message from the Member Recognition Chair

Hello MR Coordinator!

It is with great pleasure that I introduce myself to you. My name is Giselle Kim, and I currently serve as this year's CNH District Member Recognition Chair. The Member Recognition (MR) Committee has created this guide to help you understand what responsibilities you will have with this position and other related tasks. Please utilize this resource so that you can better serve your division by recognizing and sharing the opportunities available to the members. Please follow the steps and review the duties carefully.

Thank you for serving the District by being the new MR Coordinator; your work is already greatly appreciated. I look forward to all the good things you will be able to accomplish this term!

Best Regards,  
Giselle Kim  
2015-2016 CNH MR Chair



# Member Recognition Coordinator Guide

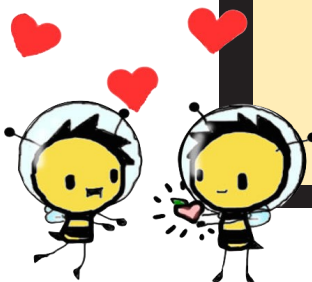
## What is a Member Recognition Coordinator?

Member Recognition Coordinator (MRC) is a newly-added, appointed position to the Division Leadership Team. The district believes that the members need a closer resource for recognition information other than the MR Committee and has, therefore, implemented the MR Coordinator to help compensate and promote recognition through the district on the division and club level.

## What does the MR Coordinator do?

The Member Recognition Coordinator (MRC) must assist the Lieutenant Governor in recognizing the members, and serve as a liaison between the Member Recognition Committee, the Lt. Governor, and the members. The following is a list of duties that the MR Coordinator must follow:

- Subscribe to the CNH KC Recognition Google reflector [here](#).
  - Share information to the members they serve. The MR Committee will send out updates. Presentations are available on the CyberKey [here](#) for conferences, such as RTC.
  - Serve as a link between the MR Committee and the division
  - Assist the Lt. Governor in recognizing Member of the Month, Officer of the Month, Club of the Month, and Advisor of the Month for DCMs.
  - Educating members about the recognition opportunities available and becoming a resource for the members when they have questions
  - Serve as a judge for district contest judging
  - Promote Member Recognition Program (MRP) and help members understand and achieve high levels of recognition.
  - Promote applying for Contests, which are uploaded on the Cyberkey [here](#).
- \*Newly updated guidelines for the 2015-2016 year are available since on August 31, 2015
- Remind members about the contest deadline **February 10, 2016** (same day as the DCON Registration deadline).
  - Promote judging when judging season comes around the fall
  - Creating a Division Judging Committee to judge contests on the division level  
Ex: Club Attire, Member of the Year, Club of the Year, etc.



# Member Recognition Coordinator Guide

## Term Timeline of an MR Coordinator

### All Year Round Tasks:

- Monthly Recognition at DCM
  - \*Member, Officer, Club, Faculty Advisor, and Kiwanis Advisor of the Month
- Promote the **CNH KC Recognition Reflector** to division
- Promote applying to contests. Contest Guidelines for 2015-2016 term have been uploaded onto the **CyberKey** since August 31, 2015

### September 2015

- Set a Division Contest Deadline (Club and Advisor Awards) to be in November–December
- Create a Judging Committee
  - \*Committee members **MUST** fulfill required criteria in order to be a judge
- Utilize and share Judging Applications and Waiver Forms from MR Committee
- Recognition Workshop at RTC

### October 2015

- Train Judging Committee

### November 2015

- Train Judging Committee
- Judge Division contest submissions

### December 2015

- Judge Division contest submissions

### February 2016

- February 10, 2016 (Contest Submission Deadline)
  - \*No late submission(s) will be accepted.

\*Optional: End of the Year/Recognition Banquet.

