

Circle K district administrator

Kiwanis International suggests the following position description for the district administrator position. The duties outline the main responsibilities of a Circle K International district administrator. Each district may have additional duties or variations and will approve the final position description. Contact your Kiwanis district office to learn about any additional expectations.

Position summary

Responsible for providing quality and efficient leadership. To oversee administration of the CKI district organization and provide leadership to Kiwanis district committee on CKI as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term, from April 1 through March 31.

Additional information:

The district administrator will work most closely with the CKI district governor, communicating on a weekly basis. It is essential the administrator be able to establish a close, yet professional, working relationship with CKI district leaders. The district administrator may serve as an adviser to club officers, advisors and members on issues related to service, leadership development and club administration.

AMBASSADORSHIP

District administrators are the “adult face” of the program in their district. This means they should be advocates for the program, represent the program at Kiwanis-family district events and generally serve as the primary “go-to” person for the program in their district.

Position requirements:

- Serve as primary liaison with the CKI governor between the Circle K and the Kiwanis districts.
- Develop a positive working relationship with the Kiwanis district governor, governor-elect, secretary and other district leadership to administer the Circle K district organization.
- Provide training and information on Circle K sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference, meeting of the district board of trustees and other meetings/conferences as appropriate and/or invited.
- Promote the Circle K program throughout the Kiwanis district through articles, mailing and presentations.
- In coordination with the Circle K district governor, provide a report to the Kiwanis district board that highlights the activities of the Circle K district board as well as the Circle K district.
- Assist the district treasurer and budget committee in financial planning and reporting.
- Attend the annual Service Leadership Programs conference sponsored by Kiwanis International the Governors and Administrators Training Conference sponsored by Circle K International.
- Serve as an ex-officio (non-voting) member of the CKI district board. You or your designee must be present at all official board meetings.
- Understand the Youth Protection Guidelines and how it relates to Circle K programming.

Additional best practices:

Meet with the incoming Kiwanis district governor to clarify roles and expectations of the Circle K district administrator position.