

E-Board Descriptions
2016-2017 Service Year

General E-board

The executive board works closely to manage and oversee day to day affairs of the club. Typical duties include (but are not limited to): establishing and achieving goals and objectives, approving and ensuring the availability of financial and club resources, appointing committee members, attending weekly club and e-board meetings, and planning events and programs. Executive board members should also attend district events and encourages club members to attend conferences. They work closely with their District Board's counterparts, Division's Lieutenant Governor, and Club Advisors to understand what is going on in the district and parent organization, Kiwanis. Past e-board members also act as an advisor or support system to their successors. Lastly, the executive board should be a representation of club members by serving at their best interest.

President

The President is in charge of all of the club functions by working with the executive board. S/he facilitates both weekly executive board and club meetings, and is responsible for delegating necessary tasks that need to get done to his/her fellow e-board members. The president also handles all of the necessary paperwork for the club. Paperwork includes (but is not limited to): fusing or booking for the club meetings and events, club charters forms, and financial paperwork. The President works closely with the District Governor who governs all of the 36 Circle K Clubs in the New York District. Lastly, the President leads and motivates his or her e-board and club, ensuring that e-board and club members feel valuable, inspired, and connected to each other.

Vice President of Service

The Vice President is primarily in charge of maintaining relations with all Circle K contacts. S/he must look for possible partner organizations to volunteer with, communicate with them via phone and email, and schedule events. S/he is the liaison between partner organizations and New Paltz CKI, and thus relays messages from partner organizations to the e-board. Both the Vice President of Service, and the Vice President of Committees assists the President, and filling in for the President at executive board meetings and general meetings in his or her absence.

Vice President of Committees

The Vice President is responsible for overseeing and managing committee chairs, and serves as an ex officio member of every committee within the club. S/he acts as the liaison between the e-board and committee chair by keeping close communication regarding committee tasks, and providing support. Both the Vice President of Service, and the Vice President of Committees assists the President, and filling in for the President at executive board meetings and general meetings in his or her absence.

Secretary

The secretary is responsible for keeping the club members up to date on what is happening with the club via e-mail. This includes but is not limited to: upcoming events, special announcements, district events, and more. S/he is also responsible for taking minutes (or recording notes) during both the club and e-board meetings. These minutes are important as they are used by all e-board members as reference and reminders of what was discussed during the meetings. Lastly, the secretary is responsible for completing and updating the Monthly Report Form (MRF). The MRF allows the district board to see what service events the club attended during the month, how much money was collected and the total number of service hours completed during the month.

Treasurer

The treasurer is responsible for maintaining any and all monetary resources of the club. This may include requesting and presenting a budget or additional financial requests (such as: supplies, and conference/event funds), and filling out any necessary paperwork. The treasurer also works closely with the President to access and maintain budgets, finances, and resources. S/he is also responsible for collecting dues, updating the membership update center, and ensuring we remain an active club through club dues. The treasurer is also required to keep track of any money fundraised and to report the amount collected to the secretary.

Editor

The position of Editor focuses around the creative aspects required for the promotion of the club. His/her responsibilities include creating fliers for meetings and events, distributing fliers around campus, creating and releasing a monthly newsletter, taking pictures at clubs events or general meetings, encouraging members to submit articles for the newsletter, and promoting CKI on campus. It is also important for the Editor to be aware of, and abide by, the graphic standards of CKI.

Webmaster (Appointed)

The webmaster is in charge of all social media and web page aspects of the club. Duties include: updating social media forums (such as: Facebook and Instagram) and the club website, assists the Editor with fliers and advertising. The webmaster is a position that must be appointed by the executive board. Please note that clubs are not required to have a webmaster.