 **THE KIWI CLUB**

**NATIONAL OFFICER WILLINGNESS-TO-SERVE FORM**

We sincerely hope that if you are interested in serving as an officer on the Kiwi National Board, you will complete the form below. Completing this form in no way obligates you to run; it merely states your interest. Submit it to the **National President**, after which you will receive the job descriptions of the office(s) for which you have stated interest. After you’ve reviewed the job description and have given running for office thoughtful consideration, please let the National President know.

All officers on the board are available to answer any questions you may have, especially the officer who currently serves in the office or offices in which you are interested. See the list of National Board members at the top of the Forms page of the Kiwi website.

Name:

*First Maiden Last*

Address:

*Street/Apt. City State Zip*

Phone(s) (include Area Code): E-Mail:

Offices of greatest interest to me: 🞎 President – (***must have previously served on the National Board***).

🞎 Vice President 🞎 2nd Vice President 🞎 Secretary 🞎 Treasurer

🞎 I wish to keep my interest in becoming a national officer confidential at this time.

🞎 Confidentiality is not necessary.

The National Past President/Parliamentarian will be sending you the requested information soon. Meantime, please don’t hesitate to contact any of the officers on the National Board.

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**General Information:**

1. Serving as an officer of The Kiwi Club presents the opportunity to offer personal input and decision-making to enrich the organization and the membership experience. It is truly a rewarding experience that offers challenge, requires a commitment of personal time, and brings with it the promise of fun and new friendships.
2. Knowledge of or ability to learn Microsoft Word and Access programs (Excel, QuickBooks, or the like for the National Treasurer’s position) is ***necessary*** as all officers have duties that require the use of a computer. An in-house instruction manual for The Kiwi Club’s Access membership software program and an Officers Manual will assist you in your duties, as will your predecessor.
3. A modest per-diem is provided, as well as allowance for travel. However, to maintain a tight budget, you will be asked to find the lowest possible fares (most often air) that are conducive to your schedule. A mileage formula will be used if you travel by car (IRS-approved formula). Plan on attending three-four board meetings, including just prior to convention – or seminar if it is reinstated – during your two-year term. The length of time away from home spans from three to four days per meeting to seven days (convention). A term of office is two years – convention through convention.
4. The National Executive Board consists of five elected officers and the Past President Parliamentarian. The past president preceding the current Parliamentarian serves for one term in an advisory capacity.

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