



## THE KIWI CLUB INFORMATION ON ELECTION OF NATIONAL OFFICERS

In an effort to provide prospective candidates seeking election to the National Executive Board of The Kiwi Club with the opportunity to match their interests, capabilities, and qualifications with the respective officer positions, The Kiwi Club seeks highly motivated and willing candidates to run for office.

The election process continues to be favorably revised in response to suggestions made by the general membership. However, as with most elections, not all candidates – no matter how qualified or suited for the role of a national officer – can be elected.

We sincerely hope that if you are interested in serving as an officer you will complete the National Officer Candidate Application Form, Form #16 on the Forms page of the website. After it is submitted to the National President, you will receive the job descriptions of each office. After you've reviewed the job descriptions, given running for office thoughtful consideration, and you're still interested, let the President know.

Candidates will be asked to officially declare their office intent by submitting the completed form (#16), which in no way obligates you.

### 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 basic 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.