To – Club Presidents   February 7, 2011
       Club Secretaries
       District Trustees
       Lieutenant Governors
       Lieutenant Governor-elects
       Past Governors
       Past Lieutenant Governors
       District Committee Chairman

The Capital District Board of Trustees was advised by Secretary-Treasurer
Stroup at the February 5, 2011 District Board Meeting that it is his intention
to retire from that position effective September 30, 2011. This transmittal is
being forwarded to all of the above groups in an attempt to inform all
District Kiwanians of this impending action on his part and to trigger a
search for a replacement to fill that position on October 1, 2011.

Applicants interested in being considered to fill this vacancy should apply in
writing, expressing their interest as well as providing a resume of their past
experience as related to the Job Description following below. All
applications for this position must be forwarded to the Capital District
Secretary-Treasurer, P. O. Box 855, Middletown, Md. 21769-0855, by April
1, 2011,

Job Description Capital District Secretary/Treasurer

Job Summary: The District Secretary/Treasurer of the Capital District is
the sole administrative staff of the District and is appointed annually and is
responsible to the Capital District Board of Trustees. This individual is
responsible for providing support to district officers, communicating with
Kiwanians and Kiwanis Clubs, acting as a liaison with Kiwanis International
and all Kiwanis International districts and entities, maintaining all district
records and performing all administrative and financial duties assigned by
the Capital District Board of Trustees. Attendance at training scheduled by
Kiwanis International will be required.

Qualifications:
- Demonstrate experience with administrative functions including report preparation, task management and financial data management
- Knowledge of the Kiwanis family structure and function
- Excellent verbal and written communication skills
- Exhibit knowledge of and experience with basic computer programs (i.e. Word®, Excel® and Publishing® or similar programs)
- Experience that demonstrates the ability to perform the tasks of the district secretary/treasurer
- Evidence of ability to work independently and to meet deadlines
- Satisfactory completion of Kiwanis International background check
- Bondable

Preferred Experience
- Organizational administrative experience
- Secretarial experience within the Kiwanis family
- Kiwanis administrative experience at club, division or district level
- Event planning

Duties and Responsibilities
- Administrative
  --provide administrative continuity for the Capital District
  --staff liaison between Capital District and International
  --support of CKI and Key Clubs
  --maintenance of district directory records
  --District Board support (including agenda preparation and report distribution)
  --attendance at district and international training and events
  --report review
  --information dissemination
  --District purchasing and procurement
  --District and event planning and related contract review
  --By-law and policy preparation
- Financial
  --receiving and accountability of funds
  --funds deposit management
  --funds disbursement (including CKI and Key Club)

       --journal and accounts bookkeeping

       --maintenance of all financial records (including CKI and Key Club)

       --budget preparation in conjunction with finance committee

- Communication

       --participates with the District Administration and Operations Committee

       --correspondence

       --annual report to House of Delegates

       --report preparation

       --correspondence with clubs

       --interaction with Kiwanis International and other Kiwanis districts

- Electronic

       --club support for Kiwanis electronic communications and web-sites

       --participation in district web-site maintenance

Each addressed entity is encouraged to disseminate this position opening to all of members they are in contact with. A copy of the Job Description is attached in this e:mail for downloading and distribution.

                Ellis H. Stroup

                District Secretart-Treasurer