



KEY CLUB



Service Agreement for the Lieutenant Governor

I, _____ do hereby declare myself willing to assume the duties and responsibilities of the office of Lieutenant Governor for the Eastern Canada District of Key Club International. I understand that failure to observe the following agreement will result in possible removal from office in accordance with Eastern Canada District Board Policy. This contract is only the bare minimum that I must do as a District Officer to remain on the District Board, and by no means does this limit my work.

I FULLY REALIZE, IF ELECTED, I WILL:

1. Maintain the quality of my school work and keep up-to-date at all times so that permission may be obtained from parents and school authorities for occasional absence on Key Club business.
2. Maintain active membership in my home Key Club, and perform at least 50 hours of service.
3. Abide by the Key Club International Code of Conduct at all Key Club International, District and Kiwanis Family functions.
4. Attend the following scheduled events this year.
 - District Convention prior to my induction
 - Post Convention Board Meeting
 - Board Training Session (held mid-May)
 - Key Club International Convention (if possible)
 - Summer Board Meeting (held mid August)
 - Winter Board Meeting (held early December)
 - Pre Convention Board Meeting
 - District Convention at the end of the year
5. Assist the District Secretary in obtaining all New Officer Information *by May 15th*
6. Achieve 100% dues collection within your division of both District and International dues.
7. Publish ten club newsletters, one for each month. These should, at the very least, be sent to Club Presidents, all of the sponsoring Kiwanis Clubs in the division, to the Eastern Canada District Officers and the Administration Team *by the 7th of each month.*
8. Contact each club President in the division at least twice per month; one of which must be via telephone. As the individual responsible for overseeing the operation of the clubs in the division, I will try to know the Presidents in the division on a personal basis so as to improve the relationship between myself and each club.
9. Develop a Divisional wide "Club Executive Reflector" (Presidents, Secretaries, Treasurers, and Bulletin Editors) that would include all Clubs within your Division.
10. Complete a monthly report on my division and email to the A-Team *by the 7th of each month*
11. Hold a minimum of two (2) divisional meetings throughout the year, a Regional Training Conference in the fall (during October or early November) to train new officers, and a Mid-Winter Rally (during February) to elect the next Lieutenant Governor.
12. Strive to strengthen weak Key Clubs within the division and work toward chartering two new clubs within the boundaries of the division.
13. Visit each club in the division at least once during my term and complete an Official Club Visitation Report Form for this visit

which will be sent to the A-Team within fourteen days.

14. Increase my knowledge and understanding of the structure of Key Club International, Key Club International Board Policy, the Constitution and Bylaws, and all other District and International Key Club material. Also, be familiar with the general organization of Kiwanis International and its affiliates.
15. Send copies of all formal correspondence to the A-Team.
16. Hold regular President's Council or Divisional Council Meetings throughout the year. One every month is suggested.
17. Schedule other divisional events during the year. These could include inter-clubs, sports events, or just about any kind of joint divisional service project.
18. Be prepared to make appearances and/or speak at various Key Clubs, Kiwanis or other community functions throughout the year.
19. Serve on such committees as appointed by the Governor and communicate regularly with fellow members of said committees as directed by the chairperson.
20. Keep permanent divisional files to be passed on to my successor.
21. Respond to all forms of correspondence promptly.
22. Fully acquaint myself with the district reimbursement policy and stay within the guidelines of the policy to assure district financial stability. Final reimbursement requests must be submitted within two weeks of the District Convention.
23. Perform other such functions as assigned by the District Governor and Administrative team (Administrator, Assistant Administrators, etc.)

I fully realize that if at any time I do not fulfill my obligations as stated above, the District Governor or Administrator reserve the right to place me on probation. I will be informed of the reasons for this probation in writing and what I need to accomplish in a stated amount of time in order to return to active status. If probation is not terminated within the given deadlines, the board member may be asked to resign, or may be replaced by the executive committee of the District Board.

I believe that my experiences in Key Club and other school organizations are such that I can perform my duties and responsibilities as a District Officer.

Signed: _____ Date: _____

The above agreement has also been reviewed and understood by the following:

School Principal

Kiwanis Advisor

Parent(s)/Legal Guardian

Key Club Faculty Advisor

Revised: Dec/04

A Kiwanis Family Member

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