



Eastern Canada District Key Club International



Service Agreement for the District Secretary-Treasurer

I, _____ do hereby declare myself willing to assume the duties and responsibilities of the office of District Secretary-Treasurer 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.
 - a. District Convention prior to my induction
 - b. Post Convention Board Meeting
 - c. Board Training Session (held mid-May)
 - d. Key Club International Convention (if possible)
 - e. Summer Board Meeting (held mid August)
 - f. Winter Board Meeting (held early December)
 - g. Pre Convention Board Meeting
 - h. District Convention at the end of the year
5. Achieve 100% dues collection within the District of both District and International dues.
6. Obtain, publish and distribute all New Officer Information **by June 30th** to all District Board members. District Directory should also include Faculty Advisors, Kiwanis Advisors, and Sponsoring Kiwanis Club.
7. Develop a handout and workshop material for a Club Secretary's and Treasurers to be used during the Responsibilities of Club Officers Forum at the annual District Convention and other District Rallies.
8. Keep official minutes of all Board Meetings and of the Annual Convention, and shall forward copies to Key Club International, District Officers, District Administrator, Assistant Administrator, and the Kiwanis District Secretary within fourteen days of the meeting.
9. Publish four club newsletters to keep all Key Club Secretary's and Treasurers in the District informed on the progress of the District. These should be sent to Club Secretary's and Treasurers, and to the Eastern Canada District Officers and should recognizing the top reports, give helpful project suggestions, hints on taking minutes, highlight the action needed within the organization and incorporate how to fill out Achievement and Single Service Reports.
10. Publish ten board newsletters, one for each month, except April and July. These should be sent to all of the Eastern Canada District Officers **by the 15th of each month.**
11. Complete a monthly report on my activities within the District and mail to Governor, District Administrator, Assistant District Administrator and International Trustee **by the 15th of each month.**
12. Distribute to all Clubs and District Officers the necessary report forms when requested.

13. Maintain statistics on monthly reporting; all reports should be on file for project and program suggestions.

14. Assist in the development of a way to recognize outstanding clubs.

15. Send copies of all formal correspondence to the District Governor, Administrator, Assistant Administrators and International Trustee.
16. Assist the Lt. Governor of my division in strengthening weak clubs and chartering new clubs.
17. 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.
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. Process all school name changes, change in officers, and changes in addresses and distribute to all interested parties. Make certain these changes when received are forwarded to Key Club International, District Governor and District Administrator.
21. File all reports required by the Key Club International Office within specific time limits.
22. Keep permanent District files to be passed on to my successor.
23. Respond to all forms of correspondence promptly.
24. 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.
25. Perform other such functions as assigned by the District Governor and Administrative officers (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) or Legal Guardian

Key Club Faculty Advisor