

KEY CLUB[®]

Eastern Canada District

Service Agreement for the District Bulletin Editor

I, _____, do hereby declare myself willing to assume the duties of the District Bulletin Editor for the Eastern Canada District of Key Club International. I understand that failure to observe the following agreement may result in removal from office in accordance with the Eastern Canada District Board policies and the Key Club International Bylaws. This contract is a guideline, and does not by any means limit my duties as a member of the District Board.

If elected the position of Bulletin Editor, I realize that I will be responsible to do the following:

1. Abide by the policies and procedures set forth by the Eastern Canada District of Key Club International in accordance with the Key Club International Bylaws.
2. 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.
3. Maintain active membership in my home Key Club.
4. Promote the Objects of Key Club International, and do everything possible to help promote Key Club in the Eastern Canada District.
5. Maintain regular monthly communication with the District Administrator, the District Governor and all other members of the ECD Board and Board Support.
6. Attend the following events scheduled this year:
 - a. District Convention prior to my induction
 - b. Post-Election District Board Meeting at District Convention
 - c. ECD Board Trainer – Late May/Early June
 - d. Key Club International Convention – if possible
 - i. July 4-8, 2018 | Chicago Marriott Magnificent Mile Hotel
 - e. ECD Summer Board Meeting
 - f. ECD Mid-Winter Board Meeting
 - g. Pre-Convention Board Meeting
 - h. District Convention at the end of the term
 - i. Post-Convention District Board Meeting at the end of the term
7. Produce and distribute at least five articles of correspondence for district board members.
8. Publish at least four issues (one for each season) of the Eastern Canada District Publication (EC – Key), and work with the District Webmaster to distribute them to Key Clubs throughout the Eastern Canada District.
9. Present a District Bulletin Editor's report at each District Board meeting.
10. Attend as many District Board meetings as possible, providing notice in advance for when I am unable to attend.
11. Assist the Eastern Canada District in functionality by contributing to at least one District committee, as indicated by the Eastern Canada District's Governor.
12. Encourage Lieutenant Governors to find members who may be able to support the District publications by submitting articles to be published.
13. Assist the Eastern Canada District's Board of Trustees with the Key Club International Graphic Standards, as required.

- 14. Perform at least 50 hours of community service.
- 15. Maintain a positive attitude to inspire, collaborate and help the Eastern Canada District Board members in efforts to grow the Eastern Canada District of Key Club International.

I have read the Eastern Canada District’s Service Agreement for the Bulletin Editor, which outlines the minimum duties and responsibilities of the office. If elected, I am willing and committed to completing these duties to the best of my abilities for the 2018 – 2019 Key Club year. I acknowledge that failure to accomplish these tasks may result in probation, and possibly, removal from the Eastern Canada District Board.

Signature of Candidate

Date

Name of Parent/ Guardian

Parent/ Guardian’s Signature

