

KEY CLUB[®]

Eastern Canada District

Service Agreement for the District Executive Assistant

I, _____, do hereby declare myself willing to assume the duties of the District Translator 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 of 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 to the position of Executive Assistant, 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 Governor, District Administrator and all other Board members.
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
 - e. ECD Mid-Winter Board Meeting
 - f. Pre-Convention Board Meeting
 - g. District Convention at the end of the term
 - h. Post-Convention District Board Meeting at the end of the term
7. Assist the Eastern Canada District's functionality by contributing to at least one district committee, as chosen by the Eastern Canada District's Governor.
8. Director of Committees
9. Review Lieutenant Governor Newsletters
10. Aid the District Governor in any additional tasks assigned
11. Able to be flexible and can easily adapt to many situations
12. Perform at least 50 hours of community service.
13. 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 District Executive Assistant, 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 2020 - 2021 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



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