

# KEY CLUB®

## Eastern Canada District

### Service Agreement for the District Governor

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties of the District Governor 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 the position of District Governor, 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 communication with the District Administrator, Eastern Canada District Board, Kiwanis Regional Chairs, Eastern Canada District Circle K Governor, Eastern Canada & Caribbean District Governor, and Key Club International Trustee.
6. Attend the following events scheduled this year:
  - a. District Convention prior to my inductions
  - b. Post-Election District Board Meeting at District Convention
  - c. ECD Board Trainer – Late May/ Early June
  - d. All Eastern Canada District Board Meetings – Throughout the term
  - e. Governors and Administrators Training Conference (GATC)
    - April 26-29, 2018 | Baltimore Marriot Waterfront Hotel
  - f. Key Club International Convention
    - July 4-8, 2018 | Chicago Marriott Magnificent Mile Hotel
  - g. Key Club International Leadership Conference (LeadCon)
    - July 19-22, 2018 | Kiwanis International – Indianapolis, Indiana
  - h. ECD Summer Board Meeting
  - i. ECD Mid-Winter Board Meeting
  - j. ECD Circle K District Convention (if possible)
  - k. EC & C Kiwanis District Convention (if possible)
  - l. Pre-Convention Board Meeting at the end of the term
  - m. District Convention at the end of the term
  - n. Post-Convention District Board Meeting at the end of the term
7. Publish ten monthly newsletters to the Eastern Canada District board, Kiwanis Regional Chairs, and the Eastern Canada District's International Trustee. Newsletters must be distributed by the 5<sup>th</sup> of each month
8. Publish at least 4 formal communiqués (flyers, newsletters, letters, diagrams, etc.) for club Presidents in the Eastern Canada District.

9. Submit an article for each issue of the Eastern Canada District's Magazine to update members about events occurring in the Eastern Canada District of Key Club International.
10. Prepare and distribute tentative dated agendas for each district board meeting at least one week prior to the board meeting. At the board meetings, follow the agenda to ensure efficient and productive District board meetings.
11. Distribute the Distinguished Criteria for District Officer positions, as provided by Key Club International.
12. Develop material and institute a training program for district officers. Include the following topics, in addition to any other relevant information.
  - a. Key Club International Major Emphasis Project and Service Partners
  - b. Youth Opportunities Fund
  - c. Kiwanis Family
  - d. Planning Service Projects and Programs
  - e. Suggested Calendar
  - f. Position Responsibilities
  - g. Emphasis on Club Building and Reactivation
  - h. Guidelines for Divisional Meetings
13. Provide written directives and assist district committees in their operation, including (but not limited to) the following committees: Membership Development, Service planning/ Major Emphasis, Kiwanis Family Relations, and Convention planning.
14. Maintain a monthly reporting system for each Lieutenant Governor and provide each board member with a quarterly evaluation of their performances.
15. Provide the Eastern Canada District's International Trustee with written directives outlining how he/ she can contribute to the successes of the Eastern Canada District.
16. Provide the Eastern Canada District's International Trustee time to present a report at each District board meeting, along with the Eastern Canada District's Convention.
17. File all reports required by Key Club International in a timely manner.
18. Perform at least 50 hours of community service.
19. Assist the Eastern Canada District Secretary–Treasurer in collecting 100% of membership dues.
20. 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 Governor, 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.

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Signature of Candidate

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Date

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Name of Parent/ Guardian

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Parent/ Guardian's Signature



**Kiwanis**<sup>®</sup>  
Service Leadership Programs