

# KEY CLUB®

## Eastern Canada District

### Service Agreement for the District Secretary–Treasurer

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties of the Secretary–Treasurer 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 Secretary–Treasurer, 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, the Eastern Canada District's International Trustee, and the Eastern Canada District's Lieutenant Governors.
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. All District Board Meetings
  - h. Pre–Convention Board Meeting
  - i. District Convention at the end of the term
  - j. Post–Convention District Board Meeting at the end of the term
7. Work with all Lieutenant Governors to achieve 100% of membership dues. Place emphasis on collecting early bird dues (November 1<sup>st</sup>) for as many clubs as possible.
8. Work with the District Administrator to create and monitor a District budget for all expenses throughout the term.
9. Publish at least ten monthly newsletters to the Eastern Canada District's Board of Trustees and International Trustee.
10. Publish at least 4 formal communiqués (flyers, newsletters, letters, diagrams, etc.) for club Secretaries and Treasurers in the Eastern Canada District.
11. Record the minutes of each district board meeting (electronic or in person) and distribute copies to all district officers and the Key Club International Office within 15 days of each meeting.

12. Work with the Lieutenant Governors in the Eastern Canada District to obtain all new club officer information before June 15<sup>th</sup>.
13. Present a District Secretary–Treasurer’s report at each official District Board meeting.
14. Send notification of delinquent status to delinquent Key Club Presidents and faculty advisors by December 31st.
15. Assist the Eastern Canada District in functionality by working on at least one District committee.
16. Publish articles for the Eastern Canada District’s Magazine, as required by the Eastern Canada District’s Bulletin Editor.
17. Develop materials and run a workshop to train club secretaries and treasurers at the end of my term.
18. Compile a master list with all of the Eastern Canada District’s committees, their directives, and the work that has been completed to address those directives. Distribute this document to the District Administrator and the new District Governor.
19. Perform at least 50 hours of community service.
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 Secretary–Treasurer, 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.

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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



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