

KEY CLUB®

Eastern Canada District

Service Agreement for the District Webmaster

I, _____, do hereby declare myself willing to assume the duties of the District Webmaster 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 Webmaster, 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 and District Administrator.
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. Upload all publications from the Eastern Canada District's Board of Trustees onto the Eastern Canada District's Website.
8. Update the Eastern Canada District's Website regularly, and assist the Communication/ Public Relations Committee to run the Eastern Canada District's social media accounts.
9. Attend as many Eastern Canada District Board meetings as possible, providing notice in advance for meetings I will be unable to attend.
10. Organize all files and resources in an appropriate manner on the Eastern Canada District's Dropbox folder.
11. Work with the Lieutenant Governors to ensure that the Eastern Canada District's map is up to date, and all Key Clubs are included with accurate addresses.
12. Assist the Eastern Canada District's functionality by contributing to at least one district committee, as chosen by the Eastern Canada District's Governor.
13. Promote Key Clubs that have excelled on a regular basis by showcasing them on the Eastern Canada District's Website and social media accounts.

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 District Webmaster, 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



Kiwanis[®]
Service Leadership Programs