

The Georgia District of Key Club International

I, _____, do hereby declare myself willing to assume the duties and responsibilities as a member of the Board of Trustees for the Georgia District of Key Club International.

I FULLY AGREE TO:

1. Attend all scheduled board meetings, the District Convention and International Convention.
2. Make adequate arrangements for my transportation to carry out the duties of a District Board Member.
3. Strive at all times to build and strengthen Key Clubs in Georgia.
4. Study the Georgia District Bylaws and Policy & Procedure Manual to increase my understanding of the Georgia District and Key Club International.
5. To attend training events sponsored and held by Key Club International and the Georgia District of Kiwanis.
6. Correspond with the District Governor twice monthly and the District Administrator and each board member at least once a month to determine if there is a need for assistance.
7. Be a member in good standing with my local club and not seek or hold club offices while serving on the District Board.
8. Submit an article to the Key Ring by the respective deadlines.
9. Be ready to make occasional appearances on behalf of Georgia Key Clubs.
10. Attend all training conferences, rallies and hold educational training forums for local club officers throughout the Georgia District and represent the District Board.
11. Serve actively on the committees as assigned by the District Governor.
12. To receive reimbursement, all receipts must be presented at official District Board meetings and be approved by the District Treasurer and District Administrator.
13. Failure to complete my assigned duties may result in my budget being cut.
14. Reimbursement will be paid for the following: postage, certain travel within the District, supplies and materials (and other consumables), printing and training expenses. Reimbursement requests must be submitted on the prescribed District form and be accompanied by documentation (receipt, bills, etc).
15. Maintain quality school work and keep up-to-date so that permission may be obtained from my parents and school authorities for occasional absences for Key Club business, i.e. occasional appearances within the limits as set by the Georgia District of Kiwanis.
16. Submit a written notice to the District Administrator and Governor at least sixty (60) days prior to any District Board Meetings or Conventions requesting approval of your necessary absence from any event.

I UNDERSTAND THAT:

Georgia District Bylaws (Article 5, Section 5) states: "Failure to comply with any part of this service agreement may result in the removal of the Officer from the Board of Trustees."

I believe that my experience in Key Club and other school organizations is such that I can adequately perform my duties and responsibilities as a District Officer.

The above agreement is entered into by _____.
(Signature/Date)

PRINT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

E-MAIL: _____

HOME CLUB: _____

The above agreements have been REVIEWED and UNDERSTOOD and APPROVED by the following:

(Parent/Guardian)

(Key Club Faculty Advisor)

(School Principal)

(Sponsoring Kiwanis Club President)