

The Georgia District of Key Club International

I, _____, do hereby declare myself willing to assume the duties and responsibilities for the office of District Bulletin Editor 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 District Editor.
3. Strive at all times to build and strengthen Key Clubs in Georgia.
4. Study the Key Club Policies Manual and the Georgia District By-laws to increase my understanding of the organization and functions of Key Club at all levels.
5. To attend training events sponsored and held by Key Club International and the Georgia District of Kiwanis.
6. Prepare and distribute the district bulletin: the Key Ring to the Governor, all board members, the Administrator and all local clubs in the District at least four times throughout my term.
7. Establish submission deadlines for Key Clubs and district board members at the district board training for each edition of the Key Ring.
8. Correspond with the District Governor and District Administrator twice monthly and each board member at least once a month to determine if there is a need for assistance.
9. Be a member in good standing with my local Key Club.
10. Write an article to include in the Key Ring by the respective deadlines.
11. Oversee and publish entries to the official district blog.
12. Promote prompt dues payment, assist other District Officers in collecting dues, publish and distribute information on dues in each edition of the Key Ring.
13. Be ready to make occasional appearances to represent Georgia Key Clubs at Kiwanis, Builders Club, Circle K, K-Kids and International functions, and have ready several good Key Club speeches prepared for these events.
14. Attend all training conferences, rallies and hold educational training forums for local club officers throughout the Georgia District and represent the District Board.
15. Abide by the Code of Conduct at all Kiwanis-Family and Key Club events.
16. Fulfill all duties as outlined by the District Bylaws and Policy and Procedures Manual and keep correct records of local club contributions of articles to the Key Ring.
17. Maintain the quality of my schoolwork and keep up-to-date in all of my classes, and to request approved school absences well in advance.
18. Assist the Governor at all times by working to reach personal, divisional and district goals.
19. To receive reimbursement, all receipts must be presented at official District Board meetings and be approved by the District Treasurer and District Administrator.
20. Failure to complete my assigned duties may result in my budget being cut.

21. 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).

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."

International regulations state: Ultimately, each Key Club District Administrator shall have authority for all persons in or from his/her respective District.

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)