

The Georgia District of Key Club International

I, _____, do hereby declare myself willing to assume the duties and responsibilities for the office of District Governor 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. Attend the Key Club International Governor & Administrator Training Conference (GATC).
3. Make adequate arrangements for my transportation to carry out the duties of Governor.
4. Strive at all times to build and strengthen Key Clubs in Georgia.
5. Study the Key Club Policies Manual and the Georgia District Bylaws to increase my understanding of the organization and functions of Key Club at all levels.
6. Hold a statewide District Officer Training between August 1 and November 1.
7. Prepare and distribute a monthly newsletter by the first of the month to all District Board members, Administrators and International Trustee.
8. Correspond with the District Administrator weekly and each board member at least once a month to determine if there is a need for assistance.
9. Develop a "report card" system for all district board members to ensure proper progress is being made throughout the year. Oversee all evaluations of district board members and be ready to recommend any improvement plans or probationary terms to the district administrator.
10. Be a member in good standing with my local Key Club and hold no other office while Governor.
11. Submit an article to the Key Ring and Georgia Kiwanian by the respective deadlines.
12. Promote prompt dues payment by all clubs.
13. Be ready to make occasional appearances to represent Georgia Key Clubs at Kiwanis, Builders Club, Circle K, K-Kids and International functions, and be prepared with several adequate Key Club speeches.
14. Attend the Kiwanis Fall and Mid-winter Training Conferences, the Circle K District Convention and Kiwanis District Convention during my term.
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.
17. Maintain the quality of my schoolwork and keep up-to-date in all of my classes and request approved school absences well in advance.
18. Reimbursement for expenses will be made, provided this agreement is fulfilled. The Governor will receive a budget (from both Key Club and Kiwanis) for use during the year. The money will be used for (but not limited to) the following: postage, phone use, certain meals (when traveling), travel within and outside of the District, supplies and materials (and other consumables), printing, training expenses and rooming expenses.

Reimbursement requests must be submitted on the prescribed District form and be accompanied by documentation (receipt, bills, etc). The District Administrator must approve all reimbursement requests.

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)