

The Georgia District of Key Club International

I, _____, do hereby declare myself willing to assume the duties and responsibilities for the office of District Secretary-Treasurer 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 Secretary.
3. Strive at all times to build and strengthen Key Clubs in Georgia.
4. 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.
5. To attend training events sponsored and held by Key Club International and the Georgia District of Kiwanis.
6. Prepare and distribute a monthly newsletter by the first of the month to all District Board members, Administrators and International Trustee.
7. 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.
8. Be a member in good standing with my local Key Club.
9. Submit an article to the Key Ring by the respective deadlines.
10. Promote prompt dues payment, assist other District Officers in collecting dues, publish and distribute a financial report when asked by the Governor, Administrator or District Board.
11. Develop a plan at the beginning of my term to ensure all clubs not in good standing pay dues by May 1.
12. Publish and distribute a dues report to all district board members and administrators weekly from November 1 through District Convention.
13. Oversee the reimbursements of all district board members, including reimbursement forms, updating an account ledger for each board member and ensuring all reimbursements follow the guidelines of the Georgia District and Key Club International.
14. 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.
15. Attend all training conferences, rallies and hold educational training forums for local club officers throughout the Georgia District and represent the District Board.
16. Abide by the Code of Conduct at all Kiwanis Family and Key Club events.
17. Fulfill all duties as outlined by the District Bylaws and Policy and Procedures Manual.
18. Distribute the official minutes of the District to the appropriate individuals and publish the official District Directory: the Building Blocks. All minutes must be submitted within two weeks of the conclusion of each board meeting.
19. Assist the Governor in at all times by working to reach personal, divisional, and district goals.
20. To receive reimbursement, all receipts must be presented at official District Board meetings and be approved by the District Treasurer and District Administrator.

- 22. Reimbursement will be paid for the following: postage, phone use, 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).
- 23. 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.
- 24. 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."

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)