

**Wisconsin-Upper Michigan Key Club District
Bulletin Editor Service Agreement**

Must attend all District Board meetings, District Board conferences, the new Board training session, and the District Leadership Conference during the term of office.. Attend, if possible, the International Convention during the term of office unless formally excused by the District Administrator. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board.

1. Hold direct responsibility for publishing the official District publication, the "Key to Caring". After approval from the District Governor and the District Administrator(s), distribute the publication to the District Director of Technology, the District Board, and Division Facebook pages. The publications will follow this schedule unless other such time as requested by the District Governor with approval from the District Administrator.

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|-----------------|--------------|---------------------------|
| First edition: | May 15 | (New Board Introductions) |
| Second edition: | September 15 | |
| Third edition: | December 1 | (DCON Edition) |
| Fourth edition: | February 1 | |

2. Solicit articles and respect the opinions of all articles sent for publication from clubs, District Board members, and other Kiwanis Family members.
3. Write an article of interest in each "Key to Caring" issue, maintaining the spirit of the District throughout each publication.
4. Submit at least one article during the term of office to both the "Kiwanews" and the "Circle of Sharing".
5. Send quarterly newsletter to District Club Bulletin Editors. Ensure all Club Bulletin Editors are trained so they are prepared to perform their duties.
6. Must own or have access to a computer and/or laptop with Internet service in the home; along with programs available to create the publication.
7. Must be able to travel to various Divisional and District Key Club functions.
8. Must attend and participate in all meetings and activities of the Executive committee; and serve on such committees as appointed by the Key Club District Governor and approved by the District Administrator(s).
9. Performance of the board, individually and as a whole, is the responsibility of each board member. Therefore, the board will hold each member to a reasonable standard of performance.
10. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
11. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings.
12. Maintain a good quality of schoolwork and stay up-to-date so permission may be obtained from parents, Faculty Advisor, and school authorities for occasional absence for Key Club business.
13. Must have the ability and access to a computer for a minimum one (1) hour daily for the purpose of reviewing and responding to Key Club related email messages within 48 hours of receipt.

Please submit signed form along with the Notice of Intent to Run form; and keep a copy for your files.

Candidate Name: _____

Key Club Name: _____

Candidate Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

School Principal Signature _____

Date _____

Faculty Advisor Signature _____

Date _____