

**Wisconsin-Upper Michigan Key Club District  
Director of Committees 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 appointing Committee Chairs from the District membership to each committee set by the District Governor and District Administrator.
2. Discuss and create directives for each committee with Committee Chairs, District Governor, and District Administrator.
3. Hold bi-monthly meetings with each Committee Chair to discuss upcoming opportunities and their progress on directives.
4. Direct responsibility for the work of the Committee and report monthly to the District Executive Committee. Ensure that useful documents are being created for clubs and regular emails are being sent out.
5. Ensure each Committee Chair writes an article of interest in each "Key to Caring" issue.
6. Hold workshops at District Functions regarding club committee formation and operation.
7. Write article of interest regarding committee structure and options in each "Key To Caring" issue
8. Work with the District Governor and District Administrator regarding Committees' assistance to the Lt Governors in their Divisions.
9. Act in the role of Assistant to the Governor helping with the day to day duties as requested.
10. Must be able to travel to various Divisional and District Key Club functions.
11. Must attend and participate in all meetings and activities of the Executive committee:
12. 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.
13. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
14. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings.
15. 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.
16. 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.

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**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: \_\_\_\_\_

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\_\_\_\_\_  
Candidate Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
School Principal Signature                      Date

\_\_\_\_\_  
Faculty Advisor Signature                      Date