

Wisconsin-Upper Michigan Key Club District Governor 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. Serve as the executive officer of the Wisconsin-Upper Michigan District Board of Trustees. Serve as a Key Club International Council member. Preside at all District Board Meetings/Conferences/Convention.
2. Must attend the Key Club International Governor/Administrator Training Conference (GATC), and the International Leadership Conference (LeadCon). Attend meetings of the International Council, when requested.
3. Must be willing and available to address groups and organizations within the District when requested. This will include the Kiwanis District Convention and all conferences.
4. Attend Division meetings, functions, and events within the District, whenever feasible.
5. Plan and distribute the agenda for all Board of Trustee meetings to the Board members a minimum of fourteen (14) days in advance along with a packing list. For District Board member planning purposes, twenty (20) days in advance would be preferable.
6. Have a working knowledge of Robert's Rules of Order, Revised.
7. Keep in close contact with district officers, and promote International Preferred Charities, promote new club building within the Divisions, and maintain correspondence on a monthly basis with Club Presidents/Vice Presidents. Ensure all Club Presidents/Vice Presidents are properly trained so they are prepared to perform their duties.
8. Be an ex-officio member of all special and standing committees. Work with the Director of Committees along with the chair of each committee to encourage completion of committee assignments. Attend Committee meetings as possible.
9. Maintain an updated set of records and files to be passed on to your successor.
10. Meet with the District Administrator or appointed mentor on a weekly basis. The schedule to be set with consideration of the schedules of all involved.
11. Work closely with the Key Club Administrator(s), the District Financial Consultant, and assigned District Parliamentarian in all Club Board activities.
12. Communicate with members of the District by submitting the following:
 - A. An article in each "Key to Caring" Key Club District Publication;
 - B. A quarterly newsletter to all Key Club presidents on May 15, September 15, December 1, and February 1;
 - C. Submit an article on a quarterly basis to the District Kiwanis publication, (Kiwaneews);
 - D. Submit an article on a quarterly basis to the Circle K District publication (Circle of Sharing).
13. Sit as a non-voting member of the Kiwanis District Board. Must attend all Kiwanis Board meetings as possible or send a representative. Submit a written report on Key Club to the Kiwanis District Executive Director at least two (2) weeks prior to the Kiwanis Board meeting.
14. 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.
15. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
16. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings
17. 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.
18. 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.
19. I, along with the undersigned have read, understand, and agree to follow the daily/weekly/monthly/event schedule along with any special requests that may be made by the District Board/Administrator.

Daily:

1. Review and respond to Key Club related email messages. Suggested time allotment, minimum one hour daily.

Weekly:

1. Meet with Administrator – via phone or social media outlet
2. Meet with the International Trustee – via phone or social media outlet
3. Send meeting reminders to the District Board, Administrators, and Adult Committee members via phone/email, text service, and Facebook beginning 2 weeks prior (a reminder each week and then one a day before the event creating excitement about attending)

Monthly:

1. Discuss the topics for the next monthly update with Administrator (should be done by the 20th of each month prior to board due date)
2. Send topics for the next monthly update via email to the board and Administrators (should be done by the 30th of each month prior to board due date)
3. Reminder to submit Board MRFs – via email and text service (should be done by 5th of each month)
4. Reminder to submit Update Draft – via email and text service (should be done by 10th of each month)
5. Monitor and contact board members late on submitting forms – via phone
6. Monitor and contact committee members workload – via phone
7. Send remarks to board members after reading their Board MRFs – encouragement, congratulations, recommendations, assistance with issues – within 24 hours of receipt
8. Send revisions to LTG after reading monthly updates along with approval to send to clubs (within 48 hours of receipt – combine your comments with those of the Administrator)
9. Newsletter to Board
10. Newsletter to Club Presidents
11. Remind board members of upcoming meetings dates and times for the month ahead.
12. Attend all committee meetings that are organized by board members
13. Attend all workshop meetings set up for Fall Rallies and DCON

Quarterly:

1. Update on District Goals progress (could be a separate email or a part of the current monthly newsletter to Board)
2. Review with Administrators on Board Progress – disciplinary actions if needed

Meeting Preparation:

1. Create agendas and packing list – send to Administrator for approval/revision/addition at least one month in advance. (start planning 2 months advance)
2. Write speech (if applicable) and send to Administrator for approval/revision/addition at least one month in advance (start planning 2 months advance), Once approved rehearse, rehearse, rehearse.
3. Create documents to be given to board during meeting and send to Administrators for approval/ revision/addition at least one month in advance. (start planning 2 months in advance)
4. Schedule Exec Board Meeting a minimum of 1 hour prior to board arrival.
5. Notify Executive Board and Administrator of meeting time and agenda at least 14 days prior to the meeting date
6. Send Agenda and packing list to the board at least 14 days in advance of meetings as a reminder to the board to ask off work or back away from other commitments.
7. Meet with Administrator regarding Club Training Opportunities, District Board Meetings, Run Through and DCON at least 7 days prior to the event to discuss the topics in depth to ensure understanding and all available options.

These are highlights of topics that need to be done on a regular basis. The individual event duties will vary. The ability to have regular communication with the Administrator(s) is important throughout, especially as event dates get closer.

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