

**Wisconsin-Upper Michigan Key Club District  
Secretary-Treasurer 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. Maintain all District records in an up-to-date, orderly, and well-conditioned manner. The records should be prepared for an official inspection by any District Board member, the District Governor, and the District Administrator(s) at each District Board Meeting, and/or upon request.
2. Work closely with the District Administrator(s) and Financial Consultant in the preparation of the District Budget.
3. Record and distribute the complete minutes of the District Board meeting to the board members, Kiwanis Committee, District Administrator(s), no later than (15) fifteen days after each board meeting. A summary of each board meeting will be available upon request to all Key Club secretaries and treasurers.
4. Publish and distribute the District Club Officer Directory to District Board members, and necessary Kiwanis Family members, before October 1<sup>st</sup>.
5. Record and maintain a service hour log for all clubs within the District. Report, by division, the total service hours completed at each Board Meeting and District Leadership Conference. Send each online Club MRF (Monthly Report Form) to the appropriate Lt Governor (LTG) within 48 hours of receipt.
6. Distribute a quarterly newsletter to all Key Club secretaries and treasurers by May 15th, September 15th, December 1st, February 1st, and submit an article for each issue of the "Key to Caring". Ensure all Club Secretaries and Treasurers are trained so they are prepared to perform their duties.
7. Must be able to travel to various Divisional and District Key Club functions including DCMs (Division Council Meetings) when requested by the LTG (Lt Governor). Provide the necessary report forms to all LTGs when requested.
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.
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.

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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: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date