

**Wisconsin-Upper Michigan Key Club District
Lieutenant 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. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board. Missing 2 or more board meetings in a year may result in removal from the board.

1. Submit a written divisional report if requested by the Governor, and be prepared to present a brief summary. File a monthly Board report to the Key Club Executive Committee by the 10th of each month detailing plan of action to communicate with the Division clubs.
2. Ensure all Club officers receive appropriate training so they are prepared to perform their duties.
3. Either visit each club in the division twice throughout the year (in person or virtual visits); and/or, conduct phone, Skype, or other social network meetings with Club Presidents at least once per month. Best practice would include a combination of visits and social media meetings.
4. Plan and hold no less than three (3) Division Council Meetings (DCMs) by July 1st, Nov 1st, and Feb. 1st respectively.
5. Serve on at least one committee as appointed by the Key Club District Director of Committees, approved by the District Governor and Key Club District Administrator.
6. Prepare and distribute monthly updates to the Division Key Clubs, sponsoring Kiwanis clubs, and the Executive Committee. The format of this communication will be determined by the District Board with approval from the District Governor and District Administrator.
7. Identify and assist with building new clubs, and reactivating where possible in the Division. Assist in strengthening weak clubs within the Division. Send reminders to clubs with regard to submission of District/International reports and dues.
8. Obtain Club Officer Information Sheet (COI) from the clubs in the division for the District Directory.
9. Provide support, and assistance to ensure the success of all clubs within the division.
10. Must have the approval and ability to travel to various Divisional and District Key Club meetings and functions.
11. Attend minimum required Training Conferences throughout the District as determined by the District Board, and approved by the District Governor and District Administrator.
12. Recruit at least one potential candidate for Lieutenant Governor of the Division for election at the District Convention at the end of your term.
13. Apply for the Robert F Lucas Distinguished Lt. Governor Award
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. 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