



Utah-Idaho District Secretary/Treasurer Service Agreement

Name: _____ Club: _____ Division: _____
Address: _____ City: _____ State: _____ Zip: _____
School: _____ Graduation Year: _____
Email: _____ Phone: _____

All members of the Utah-Idaho District who wish to serve in the office of District Secretary/Treasurer agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Secretary/Treasurer agrees to complete the following during his/her term of office:

1. Help plan and attend the Utah-Idaho District Convention and Leadership Conference.
2. Attend all District Board meetings.
3. Keep the official minutes of all Board meetings, Executive Committee meetings, special meetings, and the District Convention.
4. Distribute copies of all meeting minutes to Key Club International, District Board, District Administrator, Administrative Committee, and Kiwanis District Secretary within two weeks of the meeting.
5. Prepare/distribute recent financial and dues reports to the District Board.
6. Prepare a District Directory listing all clubs, officers, advisors, addresses, and telephone numbers. Prepare an addendum to distribute through Lieutenant Governors and District mailings.
7. Serve as a Secretary and member of the Executive Committee as well as serve as an ex-officio member of all special and standing District Committees.
8. Send out delinquent dues notices as follows: 1st notification to club Presidents and Faculty Advisors by December 31.
9. Assist the Board to set goals for the Utah-Idaho District and to develop a plan for their successful achievement. Goals should include but not be limited to club and membership growth, dues collection, and monthly report collection.
10. Help prepare the District Convention Report to submit to International in conjunction with the administrators at the end of your term.
11. Contact the District Administrator at least once a week.
12. Operate within the District budget.
13. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
14. A total of 50 service hours are required during your term.
15. Follow the Code of Conduct as set down by the District Administrator, Governor, District and International Bylaws. Direct instructions from the Administrator or Governor are also included, and must also be followed.



16. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the Board.

Signing below certifies that you have read and understood the agreement.

You must acquire the following signatures:

Secretary/Treasurer Candidate

Date

Candidate's Guardian

Date

School Principal

Date

Kiwanis Advisor or President

Date

Key Club Faculty Advisor

Date

Key Club District Administrator

Date