



## Information for District Office Candidates

Students who desire to be nominated for District Offices need to be well informed about the demands that their office will impose on them. At the same time, the opportunities for new experiences, learning how to manage large, geographical dispersed organizations, and deal with people are many.

The reason that the nomination process includes the school principal, the faculty advisor, and parents is because these people need to know ahead of time what the requirements of the District Officer's job will be.

The following information is a summary of the general responsibilities of District Officers, as well as some specifics regarding each one. Candidates are asked to refer to the **Bylaws of The Utah-Idaho District Of Key Club International** for detailed information. They are also encouraged to talk with current occupants of offices.

### Attendance at Meetings

Anyone who has ever served on a Board of Directors is aware that meetings will be missed. It is important for candidates to check their school and personal (family) calendars for possible schedule conflicts. Board meetings are scheduled around SAT and ACT dates. Please note, however, that the Bylaws require that if a Board member misses two meetings they will be deemed to have resigned.

Each member of the District Board is required to attend several meetings during the course of the year. These dates are set in advance so that Board members can plan ahead. However, the Board itself sets dates for its meetings. Note that the Governor has the longest list of required meetings, as noted by the service agreement.

Board meetings are scheduled in various parts of the Utah-Idaho District in order to share the travel requirements. The Board also meets during International Convention.



## Position Descriptions

### Governor

The Governor is one of only thirty-three (33) members of Key Club in the world to hold this position. The Governor is also an International Officer, serving on the International Council. He/she maintains a close relationship with the International Board Representative assigned to the District as well as a continuing relationship with the sibling Districts that are assigned with Utah - Idaho.

It is very helpful, although not mandatory, that the person serving as Governor has served as a club officer and/or a District Officer. The more knowledge about Key Club the better. The Governor should also be a good student, because he/she will miss school and needs to be able to balance the rigor of the office with academic responsibilities.

The Governor publishes monthly newsletters to the members of the Board, regular newsletters to club presidents, and prepares agendas for each Board meeting, over which he/she presides.

Speaking engagements to Kiwanis District Board meetings and various club functions are frequent. The Governor has a "personal advisor" relationship with the District Administrator.

### Secretary-Treasurer

The foremost responsibility of the Secretary is to take and publish minutes of each Board meeting. He/she also sends a prescribed number of newsletters to the club secretaries, and collects, reads, and grades the monthly reports that each club sends. Monthly newsletters to members of the District Board are required. The Secretary is responsible for providing training for club secretaries. Attendance at all Board and executive Committee meetings is a mandatory responsibility of this officer.

### Bulletin Editor

The duties of the Bulletin Editor are to create all District publications. From creating District Convention announcements, to creating newsletters sent to each of the Key Clubs, the Bulletin Editor is expected to work with other members of the District Board to put out efficient and practical publications updating members on District-wide activities. Furthermore, the Bulletin Editor is a member of the Executive Board, and is responsible to act as such.



### Webmaster

The webmaster is responsible for creating graphic designs, managing the district website, and communicating with district Key Club members via social media. The webmaster works in conjunction with the bulletin editor as well as other positions to fulfill the technical needs of the district. The webmaster must be proficient in web design and knowledge of the current software used by the district.

### Lieutenant Governor

There are ten (10) Lieutenant Governors in the Utah-Idaho District serving the ten divisions of the district. Each Lieutenant Governor is responsible for geographical area within proximity of the own Key Club. Some Divisions have four Key Clubs, while others have eight.

Lieutenant Governors are often asked to speak to both Key Clubs and Kiwanis Clubs within their Division. They need to maintain contact with the Kiwanis Lieutenant Governor in their area.

This District Officer has the closest contact with the individual Key Clubs. The Lieutenant Governor is responsible for training the club officers in the fall soon after school begins, visiting each club during its regular weekly meeting at least twice during the year, and holding a minimum of four meetings with the club executive officers during the year, through Presidential and Divisional Council Meetings. The Lieutenant Governor also publishes a monthly publication to each club president with information about the Division and the District. The Lieutenant Governor is the trouble-shooter for his/her Division and will be involved in saving weak clubs and assisting strong clubs. Charter parties and Kiwanis meetings are also part of this officer's job.

Since Lieutenant Governors attend many meetings away from their own school it is necessary that they are able to drive and have a car at their disposal, or that they have a responsible source of transportation.



### Applications and Nominations

Members interested in running for a District Office should look over the required service agreements. Note that these service agreements must be signed by the candidate's parent(s), Key Club Faculty Advisor, and school Principal. Prospective candidates are also urged to make copies of the agreement to give to them for their information and records.

The service agreements with all signatures (except for the agreement and résumé for the Webmaster) must be submitted to the District Administrator no later than the Opening Session of the District Convention and Leadership Conference. Scanned and emailed copies are accepted.

The forms may be mailed to the District Administrator in advance of the Convention, but the Administrator is not responsible for any forms received later than the deadline.