

**Utah-Idaho District Lieutenant Governor 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 Lieutenant Governor 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 Lieutenant Governor agrees to complete the following during his/her term of office:

1. Attend the Utah-Idaho District Board Training Conference.
2. Attend the Utah-Idaho District Convention and Leadership Conference.
3. Attend all Utah-Idaho District Board meetings.
4. Turn in a copy of all the Division's New Officer Information sheets.
5. Send the Lieutenant Governor's Monthly Report to the Governor and District Administrator by the end of the month.
6. Correspond regularly with Committee members and report Committee progress on monthly reports.
7. Compose and distribute ten (10) monthly newsletters to each club President in the Division.
8. With Kiwanis support, provide club officer training by November 15 through a Spirit Rally, Divisional meetings, or individual meetings with clubs.
9. Visit each club in his/her Division at least twice during his/her term. The visit may be a meeting or to a project.
10. Conduct regular President's Council meetings within the Division. (5, once every two months)
11. Contact the Kiwanis Lieutenant Governor at least once every other month.
12. Work with Kiwanis to increase the number of clubs in the Division or reactivate struggling clubs.
13. Hold at least one Divisional Project.
14. Hold at least one Divisional council meeting.
15. Provide for the promotion of your position and training of your successor.
16. Develop and execute a plan for 100% registered member dues and monthly report collection.
17. Operate within the District budget.



18. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
19. Total of 50 service hours are required during your term.
20. 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.
21. Assist in the planning and running of Fall Training Rally and the Utah-Idaho Annual District Convention and Leadership Conference.
22. 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:

Lieutenant Governor Candidate

Date

Candidate's Guardian

Date

School Principal

Date

Kiwanis Advisor or President

Date

Key Club Faculty Advisor

Date

Key Club District Administrator

Date