

KEY CLUB[®]



2024-2025 Indiana District of Key Club International Commitment to Board Service · District Officer Statement of Candidacy/ Service Agreement

Strive at all times to build and strengthen Key Clubs in the District and to promote the Objects of Key Club International.

Study Key Club resources and related materials to increase my knowledge and understanding of the organization and functioning of Key Club at all levels from local to International.

Hold myself to the levels of academic achievement and citizenship expected of a leader so that permission may be secured from parents and school authorities for occasional absences required to fulfill my responsibilities.

Attend the District and International Conventions and all other official meetings (see list on page 5), even if such participation requires missing other extra-curricular activities in which I participate.

Agree to subscribe to this District Officer service agreement and its list of duties on pages (3-5), and further realize that failure to perform my assigned duties and responsibilities will be grounds for replacement.

_____, do hereby declare my candidacy for the position of _____, for the Indiana District of Key Club International. I further state that I am willing to assume the duties and responsibilities of this District Office, described below.

***Note: For International Nominations further information will come, please note that any District Event dates do not apply.**

I believe my background and experience in Key Club and other school organizations is such that I can perform the responsibilities of a district officer. Please return by **January 26, 2024**

Dated: _____

Candidate's Signature: _____

Board Policy Requires

Two (2) letters of recommendation; these letters should be from a school administrator, a sponsoring Kiwanis club member, faculty advisor or another adult other than a family member. Executive Officer or International Candidates—please email an appropriate digital headshot and a short biography to be included in the candidates booklet to bulletineditor.kci@gmail.com by January 26, 2024.

Here is a link to some examples of appropriate headshots:

<https://sharpfocusphoto.com/corporate-headshots-dc/headshots-examples/>

The following are the expectations of the members of the Indiana District Board. Failure to perform any of these expected duties may result in the removal of the officer from the District Board at the discretion of the District Administrator and Kiwanis and Key Club Governor (with the exception of a case involving nonperformance by Key Club Governor).

My signature validates that I agree that the candidate may run for this office or another district office other than the one selected above, in the event they are not selected for the original office.

Print: _____

Print: _____

Signed: _____

Parent or Guardian

Signed: _____

Faculty or Kiwanis Advisor

Print: _____

Print: _____

Signed: _____

School Principal

Signed: _____

Kiwanis Club President

Executive Officer Job Descriptions

1. Attend all District Board meetings, Key Club District Convention at the beginning and end of their term, International Convention during their term, and all Executive Board meetings.
2. Run workshops regarding their office on the club level at their outgoing District Convention.
3. Present an oral report at all District Board Meetings.
4. Complete 50 hours of service to home, school, or community.
5. Abide by all Key Club International rules and Code of Conduct.

DISTRICT GOVERNOR

1. Prepare and facilitate a Board Training.
2. Develop agendas and materials for all District Board Meetings.
3. Provide written directives and assist each District Committee in their operation.
4. Hold (5) Executive Board Meetings.
5. Attend one (1) of the Kiwanis and one (1) of the Circle K District Convention while in office, GATC, and one (1) Kiwanis and one (1) Circle K Board meeting.
6. Communicate twice monthly with the International Trustee and attend International Council meetings.
7. Release a Governor's Greeting, Mid-Year, and Farewell statement.
8. Send out monthly email updates to the District Board, including guidelines on Lieutenant Governor newsletters.
9. Complete Monthly Report Forms from Key Club International.
10. Abide by all Key Club International rules and Code of Conduct.

DISTRICT SECRETARY-TREASURER

1. Gather club officer information sheets and send out a District Directory in November and an addendum to that directory by February.
2. Complete and submit Board meeting minutes to the Board and KI within 15 days of the adjournment of the meeting.
3. Submit convention reports within thirty (30) days after their outgoing District Convention.
4. Address the District Convention at the House of Delegates with the State of the District.

5. Formulate a District Budget and District Convention budget and obtain approval from the Key Club and Kiwanis Board.
6. Work with Kiwanis District Secretary-Treasurer to create a voucher form for District Board members to use to be reimbursed for expenses.
7. Encourage dues collection.
8. Assistant Kiwanis Secretary-Treasurer in handling the District's money.
9. Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31st .
10. Prepare and deliver a Treasurer's Report at the opening of their convention.
11. Create monthly Lieutenant Governor reports.
12. Maintain the INDB Google Drive.
13. Abide by all Key Club International rules and Code of Conduct.

DISTRICT BULLETIN EDITOR

1. Prepare five (5) district publications to be sent out to each club.
2. Publicize District Convention, Training Conferences, and District projects.
3. Provide information for the District Website on a weekly basis as necessary.
4. Ensure all Indiana Key Club communication meets Key Club Brand Guidelines
5. Construct and use marketing strategy for all Indiana Key Club Communication platforms to publicize district events, increase service and fundraising opportunities, leadership opportunities and leadership development, character development, caring and to promote inclusivity.
6. Create Presentations for District Board Meetings.
7. Review Lieutenant Governor newsletters.
8. Make the District Leadership Convention Program.
9. Abide by all Key Club International rules and Code of Conduct.

LIEUTENANT GOVERNOR DUTIES:

1. Attend the District Key Club Convention at both the beginning and end of the Lieutenant Governor's term of office.
2. Attendance at the Key Club International Convention during the Lieutenant Governor's term of office is highly encouraged as a District Tour participant.
3. Attend all Indiana District Key Club Board Meetings, including the District Board Training (exceptions at the discretion of the current Governor and District Administrator).
 - Only allotted one excused absence, and must be approved by the Governor.
4. Complete and file all Lieutenant Governor Division monthly reports.

5. Visit each club in your division a minimum of two (2) times.
6. Hold a minimum of one (1) division training conference for their division.
7. Have a minimum of two (2) delegates per club in the division at the District Convention.
8. Communicate with all officers of each club in the division at least once per month, and must correspond with each club's president at least once per week.
9. Collect and turn in all completed Key Club Officer Information forms from your division on or before June 1.
10. Hold a minimum of five (5) Division Council Meetings.
 - a. At least 1 DCM per quarter.
11. Create at least one (1) newsletter per month, that is approved by the Executive Board, and is sent out to the Key Clubs of the division on the first of each month.
12. Maintain close communication and form a partnership with your Kiwanis Lieutenant Governor.
13. Ensure reasonable progress towards payment of both District and International dues by December 1.
14. Serve on and carry out the functions of District Committees as appointed by the Key Club Governor.
15. Execute a division-wide Lieutenant Governor project.
16. Abide by all Key Club International rules and Code of Conduct.

The following is a list of functions that the candidate will be encouraged to attend if elected to office for the 2024-2025 year. If a candidate cannot make the function due to any reason, please inform the District Administrator and Key Club Governor at least two weeks prior to the event as to why you are unable to attend.

Event	Date	Location
DLC 2024	March 1-3, 2024	Crowne Plaza- Indianapolis Airport
Board Trainer	April 12-14, 2024	TBD
GATC (Governor Only)	May 2-5, 2024	TBD
June Work Day	June 8, 2024	TBD
Key Club International Convention	Convention Dates: July 10-14, 2024	Atlanta, Georgia
LEADCon (Governor Only)	TBD	TBD
August Board Meeting	August 23-25, 2024	Indianapolis, IN
Key Leader	November 1-3, 2024	Camp Tecumseh, Brookston, IN
November Board Meeting	November 8-10, 2024	Indianapolis, IN
January Board Meeting	January 17-19, 2025	Indianapolis, IN
February Work Day	February 1, 2025	Indianapolis, IN
DLC 2025	February 28 - March 2, 2024	Crowne Plaza- Indianapolis Airport