

# KEY CLUB<sup>®</sup>



## 2019-2020 Indiana District of Key Club International Commitment to Board Service · District Officer Statement of Candidacy

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 pages 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 (2-4), 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.

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, or another adult other than a family member. Please attach a clear, head-shot picture to this application.

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).

## **All Executive Officers**

### **(Not including appointed positions)**

1. Distribute or post on the District Website four (4) communications to the District Board and three (3) to local clubs.
2. Attend all Executive Board Meetings.
3. Attend at least one DCM for each Lieutenant Governor to whom they advised during their tenure in office. This should be split between the executive officers.
4. Present positional reports from each Executive Officer at each District Board Meeting.
5. Abide by all Key Club International rules and Code of Conduct.

## **DISTRICT GOVERNOR**

1. Provide written directives for each Board Meeting and assist each District Committee in their operation.
2. Attend both the Kiwanis and Circle K District Convention while in office.
3. Conduct nine (9) Executive Board Meetings.
4. Attend as many Kiwanis Governor Visits as possible.
5. Plan and execute four (4) Board Meetings.
6. Abide by all Key Club International rules and Code of Conduct.

## **DISTRICT SECRETARY/TREASURER**

1. Compile and update officer information for the district directory with the assistance of Lt. Governors and distribute to the District Governor and Administrator monthly.
2. Submit convention reports within thirty (30) days after the District Convention at the end of their term. Page 3

3. Address the District Convention at the House of Delegates with the State of the District.
4. Prepare and distribute District Board Meeting minutes within 30 days following each meeting.
5. Encourage dues collection.
6. Work with the District Administrator on a budget to present to the Indiana District of Key Club International and Kiwanis Boards.
7. Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31st .
8. Abide by all Key Club International rules and Code of Conduct.

#### **DISTRICT BULLETIN EDITOR**

1. Prepare five (5) district publications for the District Webmaster to post on the District Website.
2. Provide information for the District Website on a weekly basis as necessary. 3
3. Abide by all Key Club International rules and Code of Conduct.

#### **DISTRICT WEBMASTER**

1. Post five (5) district publications on the District Website.
2. Update the District Website on a weekly basis as necessary.
3. Abide by all Key Club International rules and Code of Conduct.

**Note-** Executive appointed positions are not elected positions. They are appointed by the Governor and therefore are non-voting members of the District Board. Attendance at District Board meetings is at the discretion of the District Governor and Administrator.

#### **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 Governor.
4. Complete and file all Lieutenant Governor Division monthly reports. Page 4
5. Visit each club in your division at least one (1) time.
6. Hold a minimum of five (5) Division Council Meetings, one of which will be an election.
7. Assist in the planning and conducting of the Regional Fall Rally

8. Encourage a minimum of two (2) delegates per club in your division to attend the District Convention and at least one Key Leader Event.
9. Communicate with the officers of each club in the division at least once per month, and ensure they share this information with their officers, faculty advisor, and Kiwanis advisor.
10. Collect and turn in completed Key Club Officer Information from your division to the District Secretary/Treasurer.
11. Hold a minimum of one (1) division event or project.
12. Publish at least nine (9) monthly newsletters to the Key Clubs of the Division and in addition you have the option to create and maintain a Division website or Social Media Page, such as Facebook, which is linked to the District Website.
13. Maintain close communication and form a partnership with your Kiwanis Lieutenant Governor.
14. Make sure that your clubs in your division have paid \$13 (thirteen dollars) dues by December 1.
15. Serve and carry out functions of District committees as appointed by the Key Club Governor.
16. Possess a working knowledge of e-mail and access to the Internet.
17. Abide by all Key Club International rules and Code of Conduct.

**My Signature validates that I agree that the candidate may run for another district office other than the one selected above, in the event he/she is not the original selected office.**

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Parent or Guardian

Signed: \_\_\_\_\_

Faculty or Kiwanis Advisor

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

School Principal

Signed: \_\_\_\_\_

Kiwanis Club President

The following is a list of functions that the candidate will be encouraged to attend if elected to office for the 2019-2020 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 2019	April 12-14, 2019	Ramada Plaza Hotel and Conference Center, Fort Wayne
Board Trainer	May 10-12, 2019	Camp Allendale, 4605 South Allendale Drive Trafalgar, IN 46181
Key Club International Convention	Actual Dates: July 3-7, 2019 Tour Dates: June 29-July 7	Baltimore, Maryland
August Board Meeting	August 17-18, 2019	Drury Plaza Inn 9625 N Meridian St, Indianapolis, IN 46290
Key Leader	November 1-3, 2019	Camp Tecumseh, Brookston, IN
November Board Meeting	November 16-17, 2019	TBD
January Board Meeting	January 4-5, 2020	TBD
February Work Day	TBD	Kiwanis International 3636 Woodview Trace
DLC 2020	TBD	TBD