

KEY CLUB[®]



2021-2022 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. .

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 Candidates - please email a digital headshot and short biography to be included in the candidates booklet to hernandez@scsc.k12.in.us by Friday, January 29, 2021.

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 electronic 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

**Page 1 and 2 need to be signed and returned to Key Club Assistant District Administrator
Seymour Community Schools
Attention: Adrienne Hernandez
1638 S Walnut Street
Seymour, IN 47274
hernandez@scsc.k12.in.us**

All Executive Officers

(Not including appointed positions)

1. Send out monthly newsletters to the District Board.
2. 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.
3. Run workshops regarding their office on the club level at their outgoing District Convention.
4. Present an oral and written report at all District Board Meetings
5. Complete 50 hours of service to home, school, or community.
6. 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.
7. 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 your convention.
11. 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. 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).
 - o 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. Assist in the planning and conducting of the Fall Rally
8. Have a minimum of two (2) delegates per club in the division at the District Convention.
9. 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.
10. Collect and turn in all completed Key Club Officer Information forms from your division on or before June 1.
11. Hold a minimum of five (5) Division Council Meetings.
12. Publish a minimum one (1) newsletter per month to the Key Clubs of the Division.
13. Maintain close communication and form a partnership with your Kiwanis Lieutenant Governor.
14. Ensure reasonable progress towards payment of both District and International dues by December 1.
15. Serve on and carry out the functions of District Committees as appointed by the Key Club Governor.
16. Attend your respective Kiwanis Division Governor Visit from the Indiana District Kiwanis Governor.
17. Abide by all Key Club International rules and Code of Conduct.
18. Use social media(Instagram, Snapchat, Facebook, Twitter) in a regular(one post per month, minimum) and effective(positively affects the Indiana District) manner. Division social media may not be used for personal gain or advertisement. Suggested posts include: newsletters, district events, and anything that would positively affect the Indiana District.

The following is a list of functions that the candidate will be encouraged to attend if elected to office for the 2021-2022 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.

Indiana Key Club District Calendar 2021-22

Event	Date	Location
DLC 2021	February 26 - February 28	Virtual Event
INDBoard Trainer	April 9-11	TBD
GATC (Governor Only)	April 30 - May 2: tentative	Indianapolis, IN
June Work Day	TBD	Indianapolis, IN
Key Club International Convention	Convention Dates: July 7-11, 2021 Tour Dates: TBD	Orlando, FL
LEADCon (Governor Only)	July 22-25: tentative	Indianapolis, IN
August Board Meeting	August 13-15, 2021	TBD
Key Leader	October 29 - 31: tentative Not mandatory	Camp Tecumseh, Brookston, IN
Key Club Week	November 1-5	Local
November Board Meeting	November 12-14, 2021	TBD
January Board Meeting	January 7-9, 2022	TBD
February Work Day	TBD	Indianapolis, IN
DLC 2022	February 25-27, 2022	TBD

In person board meetings most likely will take place at the following location:

Drury Plaza Inn
9625 N Meridian St, Indianapolis, IN 46290