

Montana District Key Club International Service Agreement for the Club President

The following contract is agreed to by all members of the Montana District Key Club International who wish to serve as Club Presidents. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with Club and District Policy. This contract is only the *bare minimum* that an officer is expected to do, in order to remain a Club President, and by no means does this limit your work.

Each Club President agrees to do the following during his/her term of office:

1. The Club President should become thoroughly familiar with the *Key Club Manual*. If he/she does not have a copy, he/she should order one from Key Club International.
2. The Club President should plan his/her year's work in advance as far as possible; he/she should confer with his/her Faculty Advisor, Principal, and Kiwanis Advisor on fixed dates for those affairs that can be planned will in advance. As soon as dates for the District and International Conventions are released, he/she should clear these with the school activity calender. Also refer to the suggested outline of the year's activities and "Program Calender Guide" in the back of the *Key Club Manual*.
3. Attend the District Convention at the beginning and end of your term.
4. Participate in all programs and projects at the district and divisional levels. Be conscious that the Division Fall Trainer is held in early fall. The District Convention is held in March or April. You and your officers are required to attend all divisional events and rallies. Encourage other club members to attend.
5. Update the club files. If you don't have President or club files, start some.
6. Draw up club bylaws or revise the older ones if necessary. Use the standard form of Key Club Bylaws as an example.
7. Set up the six recommended committees or supplement these committees with other committees:
 - 1) Project
 - 2) K-Relations
 - 3) Program
 - 4) Public Relations
 - 5) Membership Development
 - 6) Social
8. Make sure an installation banquet occurs in the spring.
9. Make sure that the dues are paid by the end of October.
10. Participate in Key Club Week in the fall of each year.
11. Make sure monthly reports are filed and sent to the District Secretary each month.
12. Distribute the *Keynoter* to club members.
13. Fill out and return any reports given to you by your Lt. Governor or Governor.
14. Keep in touch with your Kiwanis Advisor and President of your sponsoring Kiwanis Club. By telephone and personal contact, encourage their attendance to every Key Club meeting. Make frequents with your sponsoring Kiwanis Club as well, and participate in projects with Kiwanians.

15. Plan to attend Key Club International Convention--this is an option, but it is a good idea. Also encourage others to go. Report to your Kiwanis Club about International Convention.
16. Attend the Montana District's Presidential Leadership Seminar, generally in August.
17. Send representative(s) to the Montana District Leadership Camp.
18. If International and District Officers do not have address lists for your various Club Officers or Kiwanis or Faculty Advisors, you will get mail at your address that is directed to some of the before mentioned officers. Get that mail to them.
19. Hold at least three club functions during the summer months--perhaps one regular meeting a month to retain club interest, and to engage in some project on which all can work. Assist Kiwanis with its summer camps, junior baseball leagues, or summer employment plans.
20. Hold weekly club meetings (during the school year) and periodic executive meetings or board of directors meetings.
21. Work with your secretary to fill out your annual achievement report before attending convention.
22. Oversee the election process of your club in February and help to train your replacement and other club officers.

Violation of any of these requirements may result in your termination as Club President. If your Lt. Governor feels that your aren't fulfilling these obligations, he/she may ask your Board and Adviser to seek your resignation and look for a replacement. The Board should give you written notice of poor performance and time to correct such.

The above agreement is entered into by:

_____ Club Presidential Candidate

The above agreement has been reviewed and understood by the following:

_____ Parents or Legal Guardian

_____ School Principal

_____ Kiwanis Advisor

_____ Kiwanis Club President

_____ Key Club Faculty Advisor

(The above is a suggested service agreement, prepared by the Montana District Key Club Board as a suggestion to the local club. The local club should feel free to use it as is, or to modify it to best serve the club's purpose.