

## **Montana District Key Club International Service Agreement for the Club Secretary**

The following contract is agreed to by all members of the Montana District Key Club International who wish to serve as Club Secretaries. 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 Secretary, and by no means does this limit your work.

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

1. Record the following, in secretarial minutes, about each meeting:
  - a) Number of members present
  - b) List of guest(s) attending
  - c) Presiding officer
  - d) Speaker and subject
  - e) Committee reports--written and oral
  - f) Announcements
  - g) Any motions or decisions acted upon by the membership
2. Keep detailed minutes of all board meetings and club meetings.
3. Record non-activity and activity of all club members.
4. Complete the club's monthly reports, and send them to the District Secretary, and one copy for the file.
5. Keep in touch with the District and International levels.
6. Handle all club correspondence, giving prompt attention to communications from the International office.
7. Write International for any bulletins or club supplies which may be needed by the club.
8. Send District Convention registrations fees to the Montana District of KCI for all members planning to attend the annual District Convention.
9. Notify District and International of the new officers when they have been elected.
10. Keep the files for the club so they will have records of the decisions made in upcoming years.
- 11 Assist secretary-elect in becoming acquainted with his/her duties.

Violation of any of these requirements may result in your termination as Club Secretary. 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 Secretarial 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.)