

Montana District Key Club International Service Agreement for the Club Treasurer

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

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

1. The treasurer operates under the direct supervision of the Faculty Advisor.
2. He/She receives all club dues and fees. He/She shall disburse his/her income by check or voucher as authorized by the Board or the Advisor.
3. Deposit all monies in the established manner of the Club.
4. Work closely with the Advisor to insure that the method of disbursing of funds is correct.
5. Operate within the club budget.
6. Handle all invoices received and forward them to the Faculty Adviser for approval of payment.
7. Reconcile all bank statements as they are received.
8. Issue a monthly report for the secretary report and for the Board.
9. Attend the District Convention, as well as all Club and Board Meetings.

10. Maintain a ledger of all receipts and disbursements.

11. Collect and send out regular dues notices to club members.

12. Attend Treasurer's workshop at the District Convention.

13. Attend the divisional rally.

Violation of any of these requirements may result in your termination as Club Treasurer. If your Lt. Governor feels that you 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 Treasurer 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.)