

Montana District Key Club International Service Agreement for the Club Vice President

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

The Key Club Vice President is a very important officer. Though we would not like to think about it, sometimes the Key Club President is prevented from carrying out the duties of his office. A well-organized and operating Key Club should have a properly trained Vice President in his/her absence.

The real importance of the Vice President is the role he/she plays in the Key Club Program. That role can be found in one word: Service! Service to the President, other officers, and members.

The Vice President is the right-hand of the President. He/she should assist the President and other officers with their duties. To do this effectively, the Vice President must be in constant touch with the work and policies of the club. Below are the basic duties that should be carried out by the Vice President:

1. Become thoroughly acquainted with the duties of the President so that you may assist him/her.
2. Read and become familiar with the *Key Club Manual*.
3. Attend all club meetings possible. You are not only required to attend club meetings and all Board Meeting, but also to take an active part in them.
4. Attend all scheduled meetings of the Divisional Board. These will be called by the Lt. Governor.
5. Make every effort to attend all other Divisional events.
6. Preside at all meetings in the absence of the President.
7. It is recommended, not required, that you administrate every fourth meeting.
8. The Vice President is responsible for all committees. You should oversee them and make certain that they remain active hold regular meetings, and submit monthly reports.
9. Attend all meetings of the project committee as counselor and ex-officio member.
10. The Vice President should help with the club bulletin. If one does not exist, you should help get one started.

11. Assist the President with his/her duties whenever necessary. Offer advice and suggestions whenever possible.

These duties are by no means limits to what you can do and you should always look for other ways to help your club. This office involves much responsibility and you must make a commitment.

Violation of any of these requirements may result in your termination as Club Vice-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 Vice-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.)