



## NEW YORK DISTRICT OF KEY CLUB INTERNATIONAL THE OFFICES OF DISTRICT GOVERNOR, SECRETARY, AND TREASURER

Please read the following information thoroughly and carefully. You must read this entire document and reflect on the responsibilities of the office that you desire to fill. You then need to discuss your desire to seek this position with your parents/guardians, faculty advisor, and Kiwanis Club advisor. Signatures will be required by all parties before you will be permitted to run for office.

### **Basic Requirements:**

- Must have and maintain at least a “B” average while in office.
- Dedicate 150 - 200 hours to the position during your term.
- Remain committed to community service activities.

### **Time Commitments:**

In addition to previously mentioned 150 – 200 hours, your attendance is mandatory at the following function:

March/April:	Leadership Training Conference
May:	Spring Board Meeting
July:	International Convention & Board Meeting ( <i>1 week</i> )
August/September:	Back to School Board Meeting
November:	Friday – Sunday ( <i>along with Kiwanis and Circle K Board Meetings</i> )
February:	Mid-Winter Board Meeting ( <i>Friday – Sunday</i> )

*\* Dates are subject to change*

### **DISTRICT GOVERNOR:**

Preparing and running all board meetings and oversees the District Board. Must commit to a weekend in May for training in Indianapolis, a weekend shortly after International Convention with new International Board, and last weekend in October for the K-Family Conference.

### **DISTRICT SECRETARY:**

Must edit, publish and distribute the District Directory in a timely manner. Have the directory ready for proof-reading and final corrections by International Convention. Complete the district directory by August 15. [This job, if done properly, will require 40-60 hours]. You must be computer literate with good key-boarding skills.

### **DISTRICT TREASURER:**

You must provide dues updates to all clubs in a timely manner. You are the liaison between the District Financial Advisor and the Lieutenant Governors and Club Presidents.

### **Obligations:**

Please read the New York District By-Laws as they pertain to your position and ensure that you

can fulfill all required responsibilities.

**Financial Obligation:**

1. POSTAGE: All First Class District related postage expenses are to be vouched and submitted to the Assistant Administrator for Finance for review and reimbursement.
2. TELEPHONE: Only Ten [10] minutes [maximum] of each long-distance New York District Key Club related telephone calls are to be considered for reimbursement. Telephone expenses are vouched and submitted with a clear photo-copy of the telephone bill(s), highlighting all of the calls for which you are seeking reimbursement. The District does not reimburse for local telephone calls or other services. For any exception you must receive prior approval from the District Administrator.
3. HOUSING: All housing [rooms] is arranged for by the New York District. Either the New York District Key Club or New York District Kiwanis pays for your housing. The **ONLY EXCEPTION:** Housing for the International Convention. [See International Convention at the end of this section] All housing is chaperoned by adult members of the Kiwanis Committee for Key Club. There is no co-ed housing. Depending on accommodations, three [3] or four [4] are assigned to a room.
4. MEALS: District Training Conference, all meals are provided; Thursday Dinner through Sunday Brunch. International Convention-Five meals provided. Board Weekends-Due to sporadic arrivals on Friday, [anywhere from 3:00-9:00 PM] everyone is on their own for dinner. A pizza snack is provided at approximately 10:00PM. Breakfast, lunch, and dinner are provided on Saturday and breakfast on Sunday.
5. TRAVEL: The District will arrange for, pay for, or provide for all official district related travel. It is your responsibility to provide for all other local travel. This includes visits to Key Clubs, Kiwanis Clubs, Divisional meeting, and round trip to the airport for International Convention. Possible sources for rides include: Parents/Guardian[s], other family members, faculty or Kiwanis Advisor, Sponsoring Kiwanis Club member, Kiwanis Lieutenant-Governor, or your local Kiwanis/Key Club Committee member.
6. INTERNATIONAL CONVENTION: It is **recommended** that you seek financial assistance from the following sources to aid both you and your parents/guardian[s] in offsetting this expense: Your Sponsoring Kiwanis club, Your Kiwanis Division and Your Home Key Club  
The approximate total cost per individual Key Clubber will be given out at the first board meeting of the District Board.

**The attached form and Letter of Intent must be mailed to  
Mr. Goldstein no later than February 1, 2016**

**Candidates will be contacted via email with more information  
regarding the elections process.**



## **New York District Key Club District Officer Agreement Form**

All candidates for executive office positions must complete the following information prior to running for office.

Please read the New York District By-laws as they pertain to the particular office you are seeking. **After reading them, do you agree to:**

To fulfill all responsibilities of the office you are seeking?	YES	NO
To attend all District Board Meetings?	YES	NO
To attend Leadership Training Conference at end of term?	YES	NO
To attend International Convention in June/July?	YES	NO
To attend all local trainings/conferences?	YES	NO
To abide by the Key Club International Code of Conduct?	YES	NO
To represent the NYD Key Club in a positive manner?	YES	NO
To remain in communication with District Board, Key Club Administrator and Kiwanis counter-parts?	YES	NO
To Maintain at least a "B" average G.P.A. in school?	YES	NO
To remain committed to community service activities?	YES	NO
To fulfill other duties/responsibilities necessary for the operation of the District and District Board?	YES	NO

Do you understand that failure to fulfill your requirements and/or representing the New York District of Key Club International in a negative manner may result in your removal from office?

YES                      NO

**Please complete the following:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position Running For: (circle one)    GOVERNOR    SECRETARY    TREASURER

**Approvals:**

Parent/Guardian [PRINT] \_\_\_\_\_

Signature: \_\_\_\_\_

School Principal [PRINT] \_\_\_\_\_

Signature: \_\_\_\_\_

Kiwanis Advisor [PRINT] \_\_\_\_\_

Signature: \_\_\_\_\_

Faculty Advisor[PRINT] \_\_\_\_\_

Signature: \_\_\_\_\_