**Service Agreement for the Office of**

**District Governor**

Eligibility of District Officer Candidates

Candidates for District Office must be dues paid members in a Circle K club in good standing within the District. Membership in good standing is defined in the International Bylaws. Candidates must complete, sign and turn in the "Application of Candidacy for District Office" and this document in order to be eligible to run for District office.

General Duties of all District Officers

1. Be familiar with the Circle K programs as outlined in the various International and District publications.

2. Speak on Circle K, when requested, at Kiwanis Family club meetings and Kiwanis Family District meetings, provided that the meetings can fit into the officer's schedule, and that the cost of travel shall be both minimal and reasonable.

3. Assist, whenever possible, the Kiwanis District Committee on Circle K and local Kiwanis clubs in the building and reactivation of Circle K clubs.

4. Assist in the collection of District and international dues from delinquent clubs.

5. Attend the District Convention, the Fall Training Conference, and all meetings of the District Board of Officers. If possible, officers should attend the Circle K International Convention and any Kiwanis District conferences or Conventions.

6. Develop proper communication within Circle K and the entire Kiwanis Family. This includes keeping the general office of Circle K International, the Kiwanis District Secretary, the Circle K District Secretary, and the District Circle K Administrator always informed of the officer's current address and telephone number. In addition, this includes regular communication, usually weekly, with the advisor designated by the District Administrator.

7. Submit on time any administrative reports required by International or the District.

8. Arrange for the transfer of the officer's files to the duly elected successor. All Circle K District records are the property of the District and not that of any individual officer, and must be carefully kept and properly transmitted.

9. To increase the quality of service projects and membership in the District, worthwhile local Circle K club activities and administrative suggestions will be disseminated in writing to all Circle K clubs in the District.

Fiscal Policy

1. The Governor may submit voucher(s) for reimbursement for expenses incurred while performing the duties of the office.

2. Two copies of receipts must accompany the voucher.

3. All vouchers and their supporting receipts must be sent to the District Treasurer for approval.

4. The Circle K District Board of Officers must have previously approved any purchases, made on behalf of the District.

5. A purchase order from the Kiwanis District Office is required for all purchases over $25 and no purchases on behalf of the District will be made prior to getting a purchase order.

6. Requests for purchase orders must be made through the Circle K District Administrator.

7. The Kiwanis District Office normally processes purchase orders once a week and this should be taken into account when placing orders for the District.

Specific Duties of the Governor

1. The Governor shall:

a. serve as the chief executive of the District,

b. appoint all standing, special District committees,

1. serve as an ex‑officio member of all committees with the approval of the Board of officers
2. preside at all official District functions, including meetings of the Board of Officers, Fall Training Conference, and District Convention.
3. Abide by, fulfill, and enforce all policies and procedures as set forth in the CKI Constitution and Bylaws, Policy Code, District Bylaws, Operating Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.

3. Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 6 and the current form of the District bylaws and operating procedures.

4. Attend the International Governor and Administrator's Training Conference.

5. Make no less than one visit to each division.

6. The purpose of the Circle K District committees is to assist the Board of Officers, in the specific areas outlined by the Governor and subject to the Board's approval, in their support of the local Circle K clubs. The Governor will structure committees, appoint committee chairs, and supervise all District committee activities. The chairperson of the Finance Committee shall be the District Treasurer as specified in the District Bylaws.

7. Maintain files with proper documentation and submit them to the new Governor prior to the District Officer Training Conference.

8. Reply to questions and requests within five (5) days of receipt.

9. Within the first month of office, correspond with Kiwanis family counterparts.

10. Ensure that plans for the District Convention are made and executed including advising District officers of their responsibilities.

11. Promote Circle K International programs as may be appropriate.

12. The Governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within his/her District.

13. He/she shall work closely with other international and District offices to strengthen and expand Circle K.

14. He/she shall attend the international Convention and, when possible, all meetings of the International Council.

15. The Governor shall be responsible for:

a. the leadership training of club and District officers,

b. workshops to be held at the Fall Training Conference and District Convention; and

c. developing all communication with clubs for the purpose of bringing administrative aid to said clubs.

16. The Governor shall work closely with the Kiwanis District Administrator for Circle K on all matters dealing with the operation of the District.

17. Whenever there appears to be sufficient cause for removing a District officer from office, the Governor shall give said officer timely notice that the matter shall be discussed at the next regularmeeting of the District Board of Officers or at a special meeting called for that purpose.

18. A special meeting of the District Board of Officers, may be called by the Governor, the Secretary, District Administrator, or two‑ thirds (2/3) of the members of the District Board of Officers. A special meeting may only be called with the approval of the District Administrator

19. A tentative agenda is prepared and approved by the Governor for all meetings of the District Board of Officers and sent by the District Secretary.

20. The Governor shall appoint convention committees as outlined in the Circle K International Constitution and Bylaws

21. The Governor and other elected District officers shall be delegates‑at‑large at the District Convention.

22. In the event of a vacancy in the offices of Secretary, Treasurer, or Publications Editor, the Governor shall, with approval of the District Board of Officers, appoint a qualified member of a club in good standing, to serve for the remainder of the term.

23. In the event of a vacancy in the office of Lieutenant Governor, the Governor shall, with approval of the District Board of Officers, appoint a qualified member of a club, in the same division, to serve for the remainder of the term.

24. The Governor may, with the advice and consent of the Kiwanis District Board of Trustees, establish operating procedures for matters not specifically defined by the Circle K International Constitution and Bylaws, or these District Bylaws.

25. Be responsible for assisting in the planning of both the Fall Training Conference and the District Convention.

26. Work closely, at all times, with the District Circle K Administrator, Kiwanis District Governor and the Governor's appointed representatives, and the Kiwanis Circle K Committee.

27. Attend Kiwanis, Key Club and KIWIN’S District meetings through arrangements made with the Kiwanis District Governor and District Circle K Administrator.

28. Keep close check on the work of the other Circle K District officers with special emphasis on keeping records and the careful accounting of District funds.

29. Ensure the publication of a newsletter for the Board of Officers, Circle K club officers, the Kiwanis District Circle K Committee, and others active in the District Circle K activities at least four (4) times yearly.

30. Upon taking office, work with the Treasurer and District Administrator to develop a District Operations Budget for the upcoming year, and to submit it to the Board of Officers for approval.

31. At the beginning of the administrative year, develop and distribute a monthly report form for District officers and one for clubs.

32. Monthly reports for District Board members and committee chairs will be in a format specified by the Governor, and should be received by the above no later than the 10th of each month.

33. Subject to the Governor's approval, an Assistant Editor may be appointed by the Publication Editor to help with the administrative duties of publishing and distributing the "Sunburst".

34. Sites for meetings of the Circle K District Board of Officers not specified in the Bylaws or District operating Procedures will be selected by the Circle K Governor, subject to the approval of the Board of Officers and/or the Kiwanis District Circle K Administrator.

35. Caucuses at the District Convention will be facilitated by members of the District Board or as designated by the Governor.

This "Agreement to Serve" has been provided to me so that I will understand the responsibilities of this office which are necessary for me to succeed. I have read and understand this document and associated District policies. I am at least a half-time student as defined by the school I attend and I am a dues paid member who has satisfied my home club's Minimum Membership Requirements. Furthermore, I understand that I will be able to serve in this office so long as I am fulfilling the above job description and my home club remains at or above charter strength, as defined by District and Circle K International policy, for the duration of my term.

Candidate's Signature: Date: