**Service Agreement for the Office of**

**Lt. 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 division. 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 Lt. 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 Lt. Governor

1. The Lt. Governor shall assist the Governor in the work of the District.

2. The Lt. Governor shall represent the Governor and under the direction of the Governor full responsibility for work performed in his/her respective division.

3. The Lt. Governor is responsible for encouraging clubs within the division to increase their membership, complete worthwhile service projects and fundraiser, all the while remaining current on the state of affairs for each club.

4. Compile a complete list of club officers' names and addresses, and submit them to the District Secretary, the District Publications Editor, the Kiwanis District office, and to the District Administrator of Circle K International at the beginning of the term.

5. The Lt. Governor shall also work with the Governor, District Administrator, Kiwanis Lt. Governors and local Kiwanis clubs to build new Circle K clubs and/or re-build inactive clubs.

6. The Lt. Governor shall also perform other duties as assigned by the Governor, the District Administrator or the District Board of Officers.

7. Attend, except in special circumstances, a meeting of each club in the officer's division at least once per term (twice annually), and the charter party of any new club in the division.

8. Organize and lead at least 9 Division Council meetings during the term.

8. Conduct training conferences for officers and members of the clubs in the division, and hold division social functions as appropriate.

9. Submit at least two (2) articles to the District publication *Sunburst*.

10. Publish periodically a newsletter primarily for the benefit of the club officers and members within the division.

11. Work closely with other Kiwanis Family Lt. Governors and the Kiwanis District Committee for the respective Circle K division on mutually beneficial service projects.

12. Submit all monthly reports of activities to the District Governor, the District Administrator, the Kiwanis District committee member(s), and the international counselor. These reports shall be in a format specified by the Governor, and should be received by the above no later than the 10th of each month.

This "Agreement to Serve" has been provided to me so that I will fully understand the responsibilities of the office of Lt.Governor. I have read and understand this document and associated District policy. I am at least a half -time student as defined by the school I attend and have satisfied my home club's Minimum Membership Requirements.

I understand that I will be able to serve in this office as long as I remain a member in good standing in a club in good standing with both International and District, and I am fulfilling the duties and tasks described above. My failure to do so may result in my removal from office.

Signature: Date: