**Service Agreement for the Office of**

**District Secretary**

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 District Secretary 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 District Secretary

1. The Secretary shall keep all records of the meetings of the District Board of Officers, and the House of Delegates held during the annual convention.

2. The District Secretary shall submit a report to the annual convention and at such other times as the Governor and the District Board of Officers may require.

3. The District Secretary shall submit to the proper officials and committees all communications received for Circle K International.

4. The District Secretary shall cooperate with the Governor in forwarding all official reports required by Circle K International.

5. The Secretary shall notify (in writing), the District Board of Officers, the Kiwanis Governor, the District Administrator, the Kiwanis District Committee on Circle K, and the presidents of all Circle K clubs in the District, the date, time, and place of all meetings of the District Board of Officers. This notice must be issued no less than thirty (30) days prior to each meeting.

6. The Secretary will send notice of all special meetings of the Circle K District Board of Officers to each member of the District Board of Officers no less than ten (10) days prior to the date of the meeting. The notice shall clearly state the purpose or purposes for which the meeting is called.

7. The Secretary shall be responsible for sending a Board meeting agenda for all meetings of the District Board of Officers,to each member of the District Board of Officers, the Kiwanis Governor, the Kiwanis District Director of Service Leadership Programs, the District Administrator, and the Kiwanis District Committee on Circle K. The agenda will be prepared and approved by the Governor, and should be distributed no less than fourteen (14) days prior to each of these meetings.

8. The Secretary shall make a report of the proceedings of each Board of Officers meeting and such report must include a complete synopsis of all actions taken. The report shall be distributed to members of the District Board of Officers, the District Administrator, the International Administrator, the International counselor, the Kiwanis District Governor, Kiwanis District Secretary, and the presidents of the clubs in the District. This report must be completed within thirty (30) days after any special or regular meeting of the District Board of Officers.

9. The Secretary will receive club monthly reports and from the information contained on those reports issue a report each month listing the clubs that have submitted monthly reports and the number of service and people hours provided for the month. This report should be broken down by division, and should include if the report was "on time," "late" or "nor received."

10. The Secretary will mail an official call to the annual convention to each club, the District Board of Officers, the International Administrator, the Kiwanis District Governor, the Kiwanis District Secretary, the Key Club District Governor, and the KIWIN'S District Governor. This call letter must be mailed no less than thirty (30) days prior to the dates of the convention

11. The Secretary shall submit a report of the convention as outlined in the Circle K International Constitution and Bylaws.

12. In the event of a vacancy in the office of any board member, a successor shall be elected in accordance with District bylaws. The District Secretary must send confirmation of such election to the Circle K District Board of Officers, Kiwanis District Secretary, the District Administrator, and the Circle K International Administrator within ten (10) days of the election.

13. Submit monthly reports of activities to the District Governor, the District Administrator, the Kiwanis Committee member, 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.

14. The Secretary shall also perform such other duties as may be assigned by the Governor or District Board of Officers.

This "Agreement to Serve" has been provided to me so that I will fully understand the responsibilities of the office of District Secretary. 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.

I understand that I will be able to serve in this office as long as I am fulfilling the duties and tasks described above, I remain a member in good standing and my home clubs remain at or above charter strength for the duration of my term. My failure to do so may result in my removal from office.

Candidate's Signature: Date: