**Service Agreement for the Office of**

**District Treasurer**

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 International Bylaws Article 10. 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 Treasurer 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 Treasurer

1. Under the supervision of the Kiwanis District Director of Service Leadership Programs (“SLP Director”), assist in the collection and oversee the disbursement of all District dues, convention registration fees, and other District income.

2. Work closely with the SLP Director to assure that proper accounting procedures are used, and that all disbursements are within the Circle K budget and are made with proper authorizations on the vouchers.

3. Continue to fulfill all responsibilities until the accounting for the records, receipts, and disbursements for the fiscal year has been completed.

4. Make a financial report to all meetings of the Circle K Board of Officers, the Circle K District Convention, and such other times as the Circle K Governor or Board of Officers, or the Kiwanis District Board, may require.

5. Have books open at all times for inspection by the Governor, Board of Officers, District Administrator, and/or any authorized auditor.

6. Chair the Finance Committee and actively commit to raising funds for the District and the Board’s designated charitable causes.

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

8. 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.

9. Timely review vouchers submitted for approval. Promptly forward approved vouchers or provide feedback to the submitting officer regarding the reasons for disapproval.

10. Manage supply sales at the Key Club and Kiwanis District Conventions, the Kiwanis Midyear conferences, and if requested, at the Key Club Convention subsequent to the expiration of office in order to provide training to the successor Treasurer.

11. Perform such other duties as may be assigned by the Governor or the 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 Treasurer. 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: