



KEY CLUB®

Caribbean-Atlantic District

District Bulletin Editor/Webmaster Service Agreement

I, _____ do hereby declare myself willing to assume the duties and responsibilities of the office of **Bulletin Editor /Webmaster** for the Caribbean Atlantic District of Key Club International. I understand that failure to observe the following agreement will result in possible removal from office in accordance with Caribbean Atlantic District Board Policy. This contract is only the bare minimum that I must do as a District Officer to remain on the District Board, and by no means does this limit my work.

I FULLY REALIZE, IF ELECTED, I WILL:

1. Maintain the quality of my school work and keep up-to-date at all times so that permission may be obtained from parents and school authorities for occasional absence on Key Club business.
2. Maintain active membership in my home Key Club, and perform at least 50 hours of service.
3. Abide by the Key Club International Code of Conduct at all Key Club International, District and Kiwanis Family functions.
4. Attend the following scheduled events this year:
 - District Convention at beginning and end of term
 - International Convention (if possible)
 - All district board meetings
5. In collaboration with the District Board Members strive to achieve 100% dues collection within the District of both District and International dues.
6. Be responsible, within limits set by the District Administrator for the publication of the District. I shall see that the District Newsletter carries the spirit of the District throughout the publication. I shall also see that articles of interest are carried in every issue and that all necessary club information is carried by the publication.
7. Produce and post on the District Website four issues of the District Publication, These issues shall be:
8. Spring Issue -sent to District Administrator by May 10 - posted by May 21
9. Back-to-School Issue - sent to District Administrator by August 10 - posted by August 21
10. Christmas Issue - sent to District Administrator by November 10 - posted by November 21
11. Pre-Convention Issue - sent to District Administrator by March 10 - posted by March 21
12. Approval from District Administrator and Governor must be received before the publication goes to press.



13. Publish four club newsletters about dues payments and promotion of the District Newsletter. These should be sent to Club Presidents, and to the Caribbean Atlantic District Officers. Two of these newsletters must be included in the Back-to-School and Convention mailings.
14. Complete a monthly report on my activities within the District and mail to Governor, District Administrator, Assistant District Administrator and International Trustee **by the 5th of each month.**
15. Assist the Lt. Governor of my division in strengthening weak clubs and chartering new clubs.
16. Increase my knowledge and understanding of the structure of Key Club International, Key Club International Board Policy, the Constitution and Bylaws, and all other District and International Key Club material. Also, be familiar with the general organization of Kiwanis International and its affiliates.
17. Send copies of all formal correspondence to the District Governor, Secretary, Assistant Administrator, Administrator and International Trustee.
18. Be prepared to make appearances and/or speak at various Key Club, Kiwanis or other community functions throughout the year.
19. Serve on such committees as appointed by the Governor and communicate regularly with fellow members of said committees as directed by the chairperson.
20. Keep permanent District files to be passed on to my successor.
21. Respond to all forms of correspondence promptly.
22. Fully acquaint myself with the district reimbursement policy and stay within the guidelines of the policy to assure district financial stability. Final reimbursement requests must be submitted within two weeks of the District Convention.
23. Perform other such functions as assigned by the District Governor and Administrative officers (Administrator, Assistant Administrator, etc.)

I fully realize that if at any time I do not fulfill my obligations as stated above, the District Governor or Administrator reserve the right to place me on probation. I will be informed of the reasons for this probation in writing and what I need to accomplish in a stated amount of time in order to return to active status. If probation is not terminated within the given deadlines, the board member may be asked to resign, or may be replaced by the executive committee of the District Board.

I believe that my experiences in Key Club and other school organizations is such that I can perform my duties and responsibilities as a District Officer.

Signed _____ Date _____

The above agreement has also been reviewed and understood by the following:

School Principal

Kiwanis Advisor

Parent(s) or Legal Guardian

Key Club Faculty Advisor

