

Hello Key Club Officers!

Does your club often struggle with the need for more club officer commitment? Do you want to leave a lasting legacy behind for your clubs to serve and fundraise more than ever before?!

The CNH PIE Committee has developed the perfect resource for your club: Club Officer Agreement to Serve Forms (ASFs)! : )

## **Why have ASFs?**

ASFs hold club officers to higher standards of service, commitment, cooperation with division LTGs and Kiwanis Sponsoring Clubs.

## **How do they work? It's really simple...**

Before officer elections, each candidate for club office will sign their corresponding agreement to serve form with minimum duty requirements that they have to promise to fulfill in order to run for club office (i.e. a club president signs a president's agreement to serve form).

Each club is *HIGHLY RECOMMENDED* to adopt these forms. Recommended versions of the agreement to serve forms are available at the following links:

Club President's ASF:

[http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/PRESIDENTS\\_ASF.pdf](http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/PRESIDENTS_ASF.pdf)

Club VP's ASF:

[http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/VPRESIDENTS\\_ASF.pdf](http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/VPRESIDENTS_ASF.pdf)

Club Secretary's ASF:

[http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/SECRETARYS\\_ASF.pdf](http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/SECRETARYS_ASF.pdf)

Club Treasurer's ASF:

[http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/TREASURERS\\_ASF.pdf](http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/TREASURERS_ASF.pdf)

Club Editor's ASF:

[http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/EDITORS\\_ASF.pdf](http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/EDITORS_ASF.pdf)

## Advantages???

- ✓ Each club can alter the ASFs however they see fit, since the forms are optional for clubs to adopt.
- ✓ Clubs who adopt these forms encourage higher levels of officer commitment and service from future generations of Key Club Leaders.
- ✓ ASFs will make a lasting legacy for your club, where your succeeding officers will be held up to high standards of commitment and service specified in detail in the forms available at the links above.

## Have Qs or need more Information???

Below are some Frequently Asked Questions. If you have any questions or concerns not addressed below, please contact PIE Chair Nathan at [cnhkc.pie1011@gmail.com](mailto:cnhkc.pie1011@gmail.com).

Thanks for your service! : D

## FAQs:

1. What if I think the district's version of the agreement to serve forms are too strict?

**Answer: Currently, the Agreement to Serve Forms are not required, but recommended. If you would like, you can change the guidelines to suit your club's specific needs and specialized functions.**

2. What if my club is new or small and we have trouble recruiting new officers?

**Answer: The forms only provide guidelines for officers to follow. The important thing is to exercise patience with new club officer candidates, and to take the time to teach candidates the different responsibilities and duties associated with the office they are running for.**

3. What if a club officer does not follow the agreement to serve form's guidelines they signed and committed to?

**Answer: If an officer does not fulfill his or her responsibilities specified in his or her agreement to serve form, it is up to the club's board to decide what to do. Removing club officers is the very last option a club should consider. Before considering removing an officer, a club should confront that officer on an unfulfilled issue or duty. However, if an officer does not fulfill his or her duties after multiple confrontations for him or her to do his or her job, then it may be in the club's best interests to explore**

**board removal. The guidelines for officer removal (to be used sparingly) are available in a club's bylaws.**

**To find a copy of your bylaws, contact your ASB or call 1-800-KIWANIS extension 411 with your club ID# handy.**

4. If I think the agreement to serve forms are a good idea, how I can I make sure that it will be implemented every year?

**Answer: You can incorporate the agreement to serve forms into your club bylaws. To find a copy of your bylaws, please see the highlighted text in the previous question's answer. You may want to add a clause that states: "All club officer candidates must sign the club officer agreement to serve forms, approved by a majority of the club's board of directors [club officers], at least a week prior to running for office. Failure to do so will invalidate the candidate's bid."**