



## SECRETARY'S SERVICE AGREEMENT

### DUTIES

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As a candidate for Secretary of my high school's Key Club, I understand that some of the duties of the office are as follows:

- To complete at least 50 hours of service
- To serve as a leader and representative of my club
- To complete assignments as delegated by my Club President
- To complete and submit a Monthly Report Form (MRF) to my Division Lieutenant Governor each month by the given deadline
- To record minutes for every club meeting
- To become well acquainted with my fellow club officers, working together as a team to plan club meetings, socials, fundraisers, and service projects
- To consult my fellow club officers and consider all my members before making a major decision
- To address all questions and concerns of my members
- To promote member participation and attendance at events on all levels of Key Club
- To promote Key Club in my school and community and recruit new members to my club
- To cooperate and work closely with my Division Lieutenant Governor and Sponsoring Kiwanis Club
- To represent my club at Kiwanis Meetings
- To provide my current contact information (e-mail address and phone number) to the club members, club officers, Faculty Advisor, Kiwanis Advisor, Lieutenant Governor, and Region Advisor, and to update them on important changes
- To work with my fellow club officers to hold elections, according to District Policy, for the new club officers of the following year
- To train my succeeding Secretary about the duties and responsibilities of the office
- To follow my club bylaws in governing my club
- To conduct Key Club business by electronic means (websites, e-mail, social media, etc.) with integrity

### ATTENDANCE

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As a candidate for Secretary of my high school's Key Club, I understand that I am **highly recommended** to attend the following events:

- All Key Club board and club meetings at my school
- Majority of monthly Division Council Meetings (DCMs)
- Officer Training Conference (OTC)
- Region Training Conference (RTC)
- District Convention (DCON)
- Fall Rally North (FRN) or Fall Rally South (FRS)

I understand that non-performance of these duties may result in removal from the office to which I am elected, as specified in the club bylaws.

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*Candidate's Name*

*Signature*

*Date*

As this student's advisor, I feel that they are qualified and willing to serve as the next Secretary of this club.

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*Faculty/Kiwanis Advisor's Name*

*Signature*

*Date*

As the parent or guardian of this student, I have read this Service Agreement and am ready to support them throughout their term of office.

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*Parent/Guardian's Name*

*Signature*

*Date*

### **CANDIDATE'S INFORMATION**

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*Email Address*

*Birth Date*

*Preferred Phone Number*

*Member ID #*

*Street Address*

*City*

*State*

*Zip Code*

*Home Club*

*Division*



**BEST OF LUCK!**

*All forms must be submitted to your Key Club President or Faculty Advisor at least one week prior to the club election. Failure to do so will invalidate the candidacy.*