

DISTRICT BULLETIN EDITOR'S CANDIDATE PACKET



FORMS REQUIRED

- District Bulletin Editor's Service Agreement—signed
- District Calendar—signed
- Policies Governing Reimbursement—signed

These forms will need to be turned in to the District Administrator upon successful election to office. Please be sure to check your calendar for scheduling conflicts prior to running for office.

RESUME AND PORTFOLIO

All candidates wishing to be interviewed for the position of District Bulletin Editor should bring a resume and cover letter stating their qualifications for the position. In addition, they should prepare a portfolio of their work as it relates to the position of District Bulletin Editor. These items will be turned in to the District Administrator during the Candidates Meeting.

CANDIDATES MEETING

A mandatory meeting for all candidates will be held Thursday afternoon of conference. Procedures and rules governing the elections will be reviewed and questions answered at this meeting. Any candidate not complying with the rules set forth in this packet or at the Candidates Meeting may be disqualified from running for office.

INTERVIEWS

Candidates seeking the office of District Bulletin Editor will have their resume and portfolio reviewed and may be contacted for further interview during the conference. Candidates may pick up their portfolios in the Conference Office at the conclusion of the conference on Saturday.

HOLDING MULTIPLE OFFICES

The Missouri-Arkansas District requires that a Key Club member relinquish any other Key Club positions that they may hold should they be elected to a District Office. This includes any Club or International office.

DISTRICT BULLETIN EDITOR'S SERVICE AGREEMENT

The duties and responsibilities of the District Bulletin Editor for the Missouri-Arkansas District of Key Club International are as follows:

1. Responsible, within the limits set by the Missouri-Arkansas District Board and the Key Club District Administrator, for the publication of the Keyway. The editor shall see that the Keyway carries the spirit of the District throughout the publication. The editor shall see that all necessary club information is published in the Keyway.
2. Regularly submit news items to the Kiwanis Networker to keep the Missouri-Arkansas District members abreast of activities.
3. See that the Keyway is published regularly as approved and budgeted by the Key Club District Board. The approximate dates of publication shall be:
 - a. The Convention Issue – published after the District Convention and mailed the first week of May.
 - b. The Back-to-School Issue – published and mailed by Labor Day. This issue should report on happenings at the International Convention and summer activities of clubs in the District, dues, membership, and Key Club Week.
 - c. The Call-to-Conference Issue – published and mailed by the second week in February. This should contain pertinent information about the District Leadership Conference. Hotel, restaurant, and site location information should be included.
4. Attend the District Leadership Conference. Attending the International Convention is strongly encouraged.
5. Attend all sessions of the District Board.
6. Prepare District Leadership Conference program.
7. Serve on a committee at the discretion of the Governor.
8. Keep in close contact with all District Officers.
9. Assist in making plans for the District Leadership Conference.
10. Maintain a set of records that can be passed on to his/her successor.
11. Abide by the code of conduct of the Missouri-Arkansas District and Key Club International.
12. Recommended attendance at a Key Leader Event.

STUDENT: I have read the above minimum duties and responsibilities of the office of Missouri-Arkansas Key Club Bulletin Editor and will fully and faithfully execute the duties of the office. I further understand that failure to comply with the above duties and responsibilities may result in the office for which I have been elected/appointed to be declared “vacant” and my being relieved of all responsibilities on the Missouri-Arkansas Board of Trustees.

Candidate Signature

Date

PARENT: I understand that on occasion my son/daughter will be required to miss school in order to fulfill these duties. I have seen the scheduled meeting dates and acknowledge that my son/daughter will attend all sessions. I understand that failure to attend all sessions will result in his/her removal from that position.

Parent Signature

Date

PRINCIPAL: I understand that on occasion this student will be required to miss school in order to fulfill the duties of this office.

Principal Signature

Date

POLICIES GOVERNING REIMBURSEMENT

Reimbursements for Lieutenant Governors and Executive Board will be based on how many active Key Clubs are in the division represented. **All reimbursements are subject to refusal if the Officer, Lieutenant Governor or Liaison has not fulfilled those items listed in their respective service agreement.**

Budgets for the executive officers and for division liaisons will be discussed at the first executive board training session.

A member of the District Board will receive reimbursement for expenses incurred between board meetings under the following guidelines:

A. DISTRICT BOARD TRAINING CONFERENCE

Lodging, specified meals and travel expenses will be paid for by the District.

B. KEY CLUB INTERNATIONAL CONVENTION

The District is unable to provide funds for district officers to attend this event.

C. SUMMER/FALL BOARD MEETINGS

Lodging, specified meals, travel expenses and expenses related to district business for which receipts are provided will be paid for by the District.

D. WINTER BOARD MEETING

Lodging, specified meals, travel expenses and expenses related to district business for which receipts are provided will be paid for by the District.

E. DISTRICT LEADERSHIP CONFERENCE

Lodging, registration, specified meals, travel to the conference site and expenses related to district business for which receipts are provided will be paid for by the District.

STUDENT:

I, _____, understand the reimbursement policy for the
Print Name

Missouri-Arkansas District of Key Club International. I understand that the conditions set forth in the service agreement are also part of this policy.

Candidate Signature

Date

District Office

PARENT: I have read and understand the reimbursement policy. I understand that the conditions set forth in the service agreement are part of this policy.

Candidate Signature

Date

MO-ARK DISTRICT CALENDAR 2017-2018

All Board Members and Committee Chairs are required to attend the following meetings. By signing below, you agree to attend these meetings.

March 9 - 11, 2017	2017 District Leadership Conference	Springfield, MO
April 21 – 23, 2017	Spring Board Training	Springfield, MO
June 23-25, 2017	Summer Board Meeting	Springfield, MO
October 6-8, 2017	Fall Board Meeting	Springfield, MO
January 19– 21, 2018	Pre-Conference Meeting	Springfield, MO
March 7 – 10, 2018	2018 District Leadership Conference	Springfield, MO

In addition to the above dates, members of the executive board commit to attending the following.

TBA (prior to April 14, 2017)	Executive Board Training	Springfield, MO
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In addition to the above dates, the governor commits to attending the following meetings and events.

* Optional attendance by any member of the board.

April 27-30, 2017	Governor/Administrator Training Conference	Indianapolis, IN
July 5-9, 2017 *	2017 International Convention	San Antonio, TX
TBA (usually last week of July)	Leadership Conference	Indianapolis, IN
August 3-6, 2017 *	District Kiwanis Convention	Springfield, MO
February 23-25, 2018	Kiwanis Mid-Year Conference	Columbia, MO
March 7 – 10, 2018	2018 District Leadership Conference	Springfield, MO

Executive Board members, the Governor and as many Lieutenant Governors as possible should plan to attend the Key Leader Events held in the District in October and November.

Signed:

Candidate Signature

Date

Parent Signature

Date

Principal Signature

Date