

# DISTRICT LIEUTENANT GOVERNOR'S CANDIDATE PACKET

## FORMS REQUIRED

- District Lieutenant Governor'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.

## CAUCUS

Lieutenant Governor's for each respective Division will be elected during Division Caucuses held on Thursday evening of conference. A quorum of clubs must be present to officially elect a Lieutenant Governor.

Members wishing to run for Lieutenant Governor should be prepared to have someone from their home club nominate them during the caucus. Candidates should be prepared to give a speech of up to three minutes detailing why they are the best candidate for office. The speech will be followed by a question period not to exceed three minutes. Once all candidates have given speeches voting shall take place by the club's designated delegates. The winner will be announced and election results certified at the conclusion of balloting.

If there is not a quorum of clubs present, and there are candidates for Lieutenant Governor, the same procedure will be followed. However, election results will have to be certified by the District Board at their final meeting on Friday.

All duly elected Lieutenant Governor's and those elected without quorum will be required to attend the District Board meeting on Friday afternoon.

## 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 LIEUTENANT GOVERNOR'S SERVICE AGREEMENT

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

1. Attend the District Key Club Leadership Conference both at the beginning and at the end of the term of office.
2. Attend all Missouri-Arkansas District Key Club Board meetings and training.
3. Attendance at the Key Club International Convention is strongly encouraged.
4. File monthly and semi-annual reports with the Key Club Governor and District Administrator.
5. Attend the District Leadership Conference. Attending the International Convention is strongly encouraged.
6. Attend all sessions of the District Board.
7. Visit each club in the division a minimum of one (1) time during their term.
8. Contact the President of each club in your division by phone, in writing or by email at least once each month.
9. Hold a minimum of two (2) Division Council meetings during your term of office.
10. Plan and conduct a Divisional Training Conference and a Fall Rally.
11. Serve on a committee at the discretion of the Governor.
12. Prepare and send a monthly newsletter to the Key Clubs in your division by the 1st of each month.
13. Identify schools where a Key Club might be organized. Assist in reactivating delinquent clubs.
14. Send copies of all newsletters and correspondence to the Key Club Executive Board, the District Administrator, the International Trustee and the Regional Counselor.
15. Actively participate in the collection of both District and International dues.
16. Maintain a set of records that can be passed on to his/her successor.
17. Abide by the code of conduct of the Missouri-Arkansas District and Key Club International.
18. 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