

DISTRICT SECRETARY'S CANDIDATE PACKET

FORMS REQUIRED

- District Secretary'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.

CANDIDATE PAGES

A Secretary candidate will eligible to have a two-page spread in the Conference Program. The pages will need to be designed by the candidate and submitted to the District Bulletin Editor in pdf format no later than February 1, 2017 for inclusion in the Conference Program and App. Pages should be 5 1/2 x 8 1/2 with 1" margins. Email to Shelby Collier, District Bulletin Editor at sico38@gmail.com.

The following items are suggestions for informational items which could be included:

- Position you are seeking
- Elected or appointed offices held in Key Club at local and district level
- Other activities/offices held in high school
- Extracurricular activities
- Awards/honors
- Platform
- Biographical information
- Photo of candidate
- Involvement in Key Club at district or local level

No campaign flyers, posters or other materials may distributed to conference attendees or posted at the conference. Conference officials will ban any election material that is not considered proper according to the standards set forth.

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.

NOMINATION PROCEDURE

Nominations for candidates for Secretary will be accepted during General Session I on Thursday evening. The candidate should select a Key Club member (can be from home club or another club) to nominate them for office. Candidate will be allowed up to one minute to accept the nomination.

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CAUCUS

All candidates for Secretary will appear at the Caucus session on Friday morning. Candidates should prepare a speech of no more than three minutes detailing why they should be elected to office. Candidates should also be prepared to answer questions for three to five minutes.

HOUSE OF DELEGATES

Each Secretary candidate will also appear at the House of Delegates. They will be given an opportunity to address the delegates in a speech up to three minutes followed by three to five minutes of questions from delegates. The speech for House of Delegates can be the same speech or a different one depending on the candidate's preference.

Following all speeches by Secretary candidates, voting by ballot will be conducted with the winner announced following ballot count.

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 SECRETARY'S SERVICE AGREEMENT

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

1. Assist the District Administrator in preparing and maintaining all District records. Present District reports at regular meetings of the District Board.
2. Work closely with the District Governor of the Missouri-Arkansas Key Clubs. Prepare correspondence for the District and the District Key Club Leadership Conference. File all reports required by the District or by Key Club International.
3. Take thorough minutes of each District Board Meeting and within thirty (30) days, mail copies to the Governor and District Administrator.
4. Attend the District Leadership Conference. Attending the International Convention is strongly encouraged. Attend all sessions of the District Board.
5. Distribute to all clubs necessary report forms when requested.
6. Publish at least four (4) newsletters to clubs and nine (9) to the District Board throughout the year.
7. Keep in close contact with all District Officers.
8. Assist in making plans for the District Leadership Conference.
9. Maintain a set of records that can be passed on to his/her successor.
10. Abide by the code of conduct of the Missouri-Arkansas District and Key Club International.
11. 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 Secretary 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