



CKI[®]
ALABAMA DISTRICT

Service Agreement for the Office of Governor

Candidate's Name: _____

Home Club: _____

I, the above named candidate, agree to perform the following duties if elected to the office of governor. Failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the Alabama District Bylaws. This agreement outlines the **minimum** performance requirements for said office.

- 1) Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
- 2) Perform all duties and responsibilities as specified by the Circle K International Bylaws; the Alabama District Bylaws, and the Alabama District Code of Policies.
- 3) Serve as the Chief Executive Officer of the Alabama District and provide general supervision over its operation.
- 4) Serve as the presiding officer at all meetings of the Alabama District Board of Officers and at the Alabama District Circle K Convention, and serve as a delegate-at-large at the annual Circle K International Convention.
- 5) Maintain effective communication with the Alabama District Board of Officers, the District Administrator, the assigned Circle K International Counselor, and the Director of Circle K International
- 6) Monitor the work of the Alabama District Board of Officers, with special emphasis on club welfare.
- 7) Plan and develop a plan of action of what the Board of Officers would like to accomplish during their term as Governor, and be prepared to discuss it at the Summer Board Meeting.
- 8) Work closely with the Lieutenant Governors of each division, the district administrator, and Kiwanis officers in building and reactivating Circle K clubs throughout the district.
- 9) Make at least one official visit to each division, attend the charter presentations of all new clubs throughout the district, and visit as many clubs as possible during my term.



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- 10) Appoint all committee chairs, and serve as an ex-officio member of all standing and special committees.
- 11) With consideration of input from the Alabama District Board of Officers, the district administrator, and the Kiwanis Financial Counselor to Circle K, prepare the annual administrative budget and all other budgets relating to activities throughout the district.
- 12) Attend the Kiwanis and Key Club annual District Conventions, and any other district K-Family events when invited to appear.
- 13) Submit a report on district activities to Circle K International, monthly.
- 14) Make sure all files and records are transferred to the governor-elect no later than the end of April following your term.
- 15) Attend the International Governor's and Administrator's Training Conference (GATC).
- 17) Submit an article for the Kiwanis district publication, *The Courier*, and the Key Club district publication, *The Bama Bulletin*, when requested by the respective editor.
- 18) Submit reimbursement requests in a timely manner.
- 19) Perform other such duties as may be authorized by the Alabama District Board of Officers or the Circle K International Board of Trustees.

I have read the District Governor Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties to the best of my ability.

_____ Governor Candidate	_____ Date
_____ Home Club President	_____ Date
_____ Circle K Club Advisor or District Administrator	_____ Date