



CKI
ALABAMA DISTRICT

Service Agreement for the Office of Secretary-Treasurer

Officer's Name: _____

Home Club: _____

I agree to perform the following duties of the office of District Secretary-Treasurer. Failure to observe the following agreement will result in possible removal from the office in accordance with the Circle K International Constitution and Bylaws and the Alabama District Bylaws. The 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 in the Alabama District Bylaws, Article V, Section 4, subsection c; and the Alabama District Code of Policies, Part I, Section D.
- 3) Attend the Alabama District Circle K Convention, International Convention, Alabama Leadership Academy, Tri K Day, all Board Meetings and all duly called meetings of the Alabama District Board of Officers. No absences will be permitted without approval from the Board of Officer.
- 4) Within thirty days after meetings of the Board of Officers and after District Convention, distribute a record of all board meetings and conference proceedings.
- 5) Compile and distribute two District Directories, containing the names, addresses, email addresses and phone numbers of the Alabama District Board of Officers, each Circle K Club's Board of Officers from the district, and other such information as deemed necessary by the Board of Officers. One shall be published in the summer and the other during the fall.
- 6) Submit reimbursement requests within 30 days of the expense.
- 7) Maintain accurate records of all club monthly reports submitted.
- 8) Issue announcements of all meetings of the Alabama District Board of Officers at least 30 days prior to the date of said meeting.



- 9) Issue the Official Call to District Convention at least 30 days prior to the date of said convention.
- 10) Issue a call for district dues, advising clubs as to where to send dues payments, the amount of dues, and update their membership reports.
- 11) Maintain accurate records of all dues payments.
- 12) Ensure that all club treasurers or their designate is properly trained on how to update their club's roster on the Membership Update Center.
- 13) Assist the governor and the administrator in the preparation of the annual budget and any other necessary budgets for the district.
- 14) Maintain an accurate system of expense reimbursement, expense ledger entries, and monitor budget amounts to ensure all expenses are within budget.
- 15) Submit a written report of income and expenses at each meeting of the Board of Officers and at the annual District Convention.
- 16) Submit a monthly report online by the 10th of every month, and submit an article monthly for *The Bama Blast*.
- 17) Maintain a running file of documents and files from your year as District Secretary-Treasurer in addition to compiling all items purchased with district funds to be handed over to the District Secretary-Treasurer-elect at the District Convention.
- 18) Perform other such duties as may be authorized by the Alabama District Board of Officers.

I have read the District Secretary-Treasurer 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.

District Secretary-Treasurer Candidate

Date

Home Club President

Date

Circle K Club Advisor or District Administrator

Date