



CKI[®]
ALABAMA DISTRICT

Service Agreement for the Office of Lieutenant Governor

Candidate's Name: _____

Home Club: _____

Division: _____

I, the above named candidate, agree to perform the following duties if elected to the office of lieutenant governor. Failure to observe the following agreement will result in potential 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 and the Alabama District Code of Policies.
- 3) Attend the Alabama District Circle K Convention, Alabama Leadership Academy, Club Officer Development Conference, 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) Make a minimum of two visits to each club in the division.
- 5) Maintain monthly contact to monitor progress of all club officers and offer advice when appropriate.
- 6) Assist the governor in the work of the district within the division, especially problem areas, and keep the district informed of activities and events of clubs in the division.
- 7) Maintain a running file of documents and files from your year as Lieutenant Governor in addition to compiling all items purchased with district funds to be handed over to the Lieutenant Governor-elect at the District Convention.



- 8) Promote interclub meetings within the division.
- 9) Each Lt. Governor must hold at least one divisional meeting each semester bringing together multiple clubs within their division.
- 10) Coordinate efforts to build new Circle K clubs and to reactivate inactive clubs, in cooperation with the academic institution, Kiwanis Lt. Governor, Key Club Lt. Governor, and sponsoring Kiwanis clubs.
- 11) Submit a monthly report online by the 10th of every month.
- 12) Submit reimbursement requests to the District Treasurer within a timely manner.
- 13) Perform other such duties as may be authorized by the Alabama District Board of Officers.

I have read the Lieutenant 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.
