



## Service Agreement for the Office of Communications Officer

Officer's Name: \_\_\_\_\_

Home Club: \_\_\_\_\_

I agree to perform the following duties as communications officer. 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 e; and the Alabama District Code of Policies, Part I, Section F.
- 3) Attend the Alabama District Circle K Convention, Alabama Leadership Academy, all Board Meetings and all duly called meetings of the Alabama District Board of Officers.
- 4) Publish a monthly electronic newsletter, *The Bama Blast*, for members of the district published using an appropriate email marketing tool for promotion of District, Division & Club Events, highlighting success and explaining tips for District & International Projects.
- 5) Request articles from each club in the district, district officers, and other pertinent individuals no later than thirty (30) days prior to the distribution date of each issue.
- 6) Counsel and support club editors as deemed necessary by the governor and the board of officers.
- 7) Request a copy of each club's publication and chair the marketing related awards committees at district convention.
- 8) Maintain and assist with the maintenance of the district's website and provide assistance and training in the areas of marketing, advertising, and their club's digital resources.
- 9) Maintain a list of relevant Media Outlets throughout Alabama and ensure that Press Releases are submitted to these contacts following major Alabama District Events and Announcements.



- 10) Submit a written report of activities to the governor monthly and at all meetings of the district board.
- 11) Submit reimbursement requests in a timely manner.
- 12) Maintain a running file of documents and files from your year as District Communications Officer in addition to compiling all items purchased with district funds to be handed over to the District Communications Officer-elect at the District Convention.
- 13) Perform other such duties as may be authorized by the Alabama District Board of Officers.

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I have read the District Communications Officer 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.

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