

# CNH | KEY CLUB

## SECRETARY'S AGREEMENT TO SERVE FORM

As a Key Club Secretary of my high school Key Club, I understand that some of the mandated requirements of the office are as follows:

- To complete at least 50 hours of service to remain a member in good standing
- To become well acquainted with my fellow club officers and to work together as a team with them to plan club social, fundraiser and community service events and promote club member participation.
- To cooperate and work closely with our division Lieutenant Governor and Sponsoring Kiwanis Club to plan division-wide social, fundraiser and community service events and to promote attendance at these events by our club members.
- To provide my and my Key Club Board's current contact information (e-mail addresses and phone numbers) to fellow club members, club officers, the Faculty Advisor, Kiwanis Advisor, Lieutenant Governor and Regional Advisor, and to update them on changes.
- To have extensive knowledge of Key Club International and our CNH District.
- To serve as a committee chair for the Members Recognition Chair.
- To submit our club's Monthly Report Form (MRF) every month by a deadline specified by my Lt. Governor to our Faculty Advisor, Kiwanis Advisor, and Lieutenant Governor.
- To provide a membership roster list of names with current e-mail addresses to the Club Advisors and Lt. Governor.
- To get to know my club members and to address their questions and concerns.
- To provide a list of all newly elected officers who will serve from April of the end of this year to April of next year to the Club Advisor and Lieutenant Governor including contact information (phone numbers and e-mail addresses).
- To record attendance of Key Clubbers at all Key Club and Kiwanis Meetings.
- To keep track of how many service hours completed by each Key Club Member in my home club.
- To learn and teach the club bylaws to my club, ensure my club follows the bylaws, and recommend changes to club bylaws when necessary.
- To train my succeeding secretary on my duties and responsibilities of office.
- To lead in favor of the best interests of the public or of members and /or the Kiwanis Family as stated in *KCI Policy I. Conduct of Unbecoming a Key Club Member*.
- To not threaten the standing reputation of Key Club and/or Kiwanis through the use of any inappropriate substances (i.e. unprescribed drugs, alcohol) or any other illegal or inappropriate practices as deemed in *KCI Policy I. Conduct of Unbecoming a Key Club Member*.

To attend the following **MANDATORY** meetings and conventions:

- Key Club regular and board meetings at my school (attend all meetings with rare exceptions)
- Monthly Division Council Meetings (DCMs) – attend a majority of the 8
- DCMs held each year, and ensure that at least two officers from my club attend every DCM (including summer) – unless my DCMs are held 1 hour or more away from my home.
- Officer Training Conference (OTC), held in our division by the Lt. Governor on any date between April, after the beginning of my term, and August.
- Regional Training Conference (RTC), held for our region by our region's Lt. Governors on any date between mid-September and early November.
- Key Club District Convention (DCON), April 2011 (Anaheim Convention Center)



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Non-performance of these mandated responsibilities may result in removal from the office to which I am elected by the club officer board and advisors as specified in the club bylaws.

In addition, I understand that the conduct of Key Club business by any electronic means, such as websites, reflectors, e-mail, chat rooms, etc., must be conducted with Key Club integrity.

\_\_\_\_\_  
[CANDIDATE'S SIGNATURE]

\_\_\_\_\_  
[DATE]

As the parent or guardian of this candidate, I have read this "Agreement to Serve" and am ready to support him / her throughout his / her term of office.

\_\_\_\_\_  
[PARENT OR GUARDIAN'S SIGNATURE]

\_\_\_\_\_  
[DATE]

### General Information

\_\_\_\_\_  
[BIRTH DATE]

\_\_\_\_\_  
[PRINTED NAME]

\_\_\_\_\_  
[CITY]

\_\_\_\_\_  
[STATE]

\_\_\_\_\_  
[ADDRESS]

\_\_\_\_\_  
[PREFERRED PHONE NUMBER]

\_\_\_\_\_  
[EMAIL ADDRESS]

\_\_\_\_\_  
[HOME CLUB]

\_\_\_\_\_  
[DIVISION]

\_\_\_\_\_  
[MEMBER ID #]

PLEASE CIRCLE ONE MALE / FEMALE

