

Statement of Candidacy for Pennsylvania District Office District Governor,
Secretary/Treasurer, Bulletin Editor and Divisional Lieutenant Governor

I, _____, do hereby declare myself willing to
assume the duties and
(PRINT name) responsibilities of the office of

(PRINT office. Example: Division1 Lt. Governor)

I fully realize that if I am elected to this office,

I:

1. Am seeking this position under my own volition and understand that by accepting such office comes with responsibilities to Key Club that require my full devotion. As such, I willingly hold my Key Club responsibilities first and foremost over all other extra-curricular activities.
2. Must attend ALL district board meetings. (see attached sheet for meeting schedule)
3. Must attend this year's District Convention as well as next year's convention at the end of my term.
4. Am expected to participate in any district fundraising efforts implemented to reduce the costs of attending District Convention.
5. Will make every attempt to attend the Key Club International Convention. Note: The Pennsylvania District will make a financial investment in you by subsidizing part or all costs associated with attending this convention.
6. Will strive to strengthen and build Pennsylvania Key Clubs.
7. Will communicate regularly with the Kiwanis Committee member assigned to be my advisor during my term in office.
8. Must maintain the quality of my schoolwork so that permission may be secured from my parents and school administrators for occasional absences for Key Club business.
9. Will uphold the ideals of Key Club at all times, to encourage involvement and active participation of others, and to set an example for others to follow.
10. Must maintain an **active** membership in my home club.
11. Will complete all duties and responsibilities as outlined in the Pennsylvania District Bylaws and Policy Code. (see attached for overview of duties and responsibilities)
12. May receive financial assistance from the District to attend International Convention and that such assistance is an investment in me and my office intended to best serve the needs of clubs and members throughout Pennsylvania. Should I be removed from office or I resign my office prior to January 1 of the next calendar year, I will be expected to reimburse the district in full for such investment costs. I believe that my background and experience in Key Club and other school organizations are such that I can perform my duties and responsibilities as a Pennsylvania District Officer. If elected, I realize that failure to abide by the above statements could result in my removal from the District Board of Trustees.

Signature_____ Key Club of _____
By signing below, we hereby approve of this
Key Club member as a candidate for the office stated above and certify that he/she can perform the
duties of this position.

Parent(s)_____

Faculty / Kiwanis
Advisor _____

Key Club
President _____

High School
Principal _____

Duties and Responsibilities of Pennsylvania District Officers

District Governor, Secretary/Treasurer, Bulletin Editor, and Division Lt. Governor

Serving as an officer of the Pennsylvania District is a most rewarding experience, but demands a certain amount of time, commitment, and responsibility. The governor leads the District Board, which is comprised of a secretary/treasurer, bulletin editor and the lieutenant governors from across Pennsylvania. A successful year greatly depends upon the quality of leadership the officers bring with them. Each executive officer is elected at the annual District Convention and lieutenant governors at elections held in their division by fellow Key Club members in attendance.

DUTIES OF THE DISTRICT GOVERNOR – Presides over all District Board meetings as well as the District Convention. – Plans the official agenda of each District Board meeting. –

Must attend both District and Key Club International Convention. – Communicates with each lieutenant governor and other board officers at least twice a month.

- Sends a monthly informative newsletter online to the entire District Board and District Kiwanis Committee.
- Sends a quarterly newsletter to all club presidents.
- Sends copies of important correspondence to the District Administrator.
- Attends the Governor/Administrator Training Conference (GATC) in May, and the governors' segment of the Key Club International Board Training Conference (LeadCON) in July.
- Participates in Kiwanis Family activities, including addressing the Annual District Kiwanis Convention.
- Speaks at divisional, zone, and club meetings when possible.
- Serves on the Key Club International Council.

DUTIES OF THE DISTRICT SECRETARY/TREASURER

- Attends all District Board meetings, recording all minutes and providing financial reports. Board minutes are to be posted on the Google Drive within 10 days of the respective meeting.
- Attends District Convention.
- Presents an annual report to the House of Delegates at District Convention.
- Receives club monthly reports.
- Forwards all required reports to Key Club International.
- Corresponds with all delinquent dues clubs.
- Is highly encouraged to attend Key Club International Convention.

DUTIES OF THE DISTRICT BULLETIN EDITOR – Attends all District Board meetings. –

Publishes the District newsletter "The Keystonian" online, and in paper form as budget permits.

- Presents an annual report to the House of Delegates at District Convention.

- Maintains the District's website.
- Oversees posts of the

District's social media accounts.

- Is highly encouraged to

attend Key Club International Convention

- Attends District Convention.

DUTIES OF THE LIEUTENANT GOVERNOR

- Attend all District Board Meetings, Board Trainer, and both District conventions.

- Be an enthusiastic supporter of Key Club with your clubs

- Publish a monthly newsletter to be sent to club presidents, faculty & Kiwanis advisors, and zone administrator.

- Conduct Officer Council Meetings (OCMs) to plan and inform members about divisional and district activities.

- Plan and promote divisional rallies, events such as service projects, and fun activities.

- Encourage and support the District Youth-Serving-Youth (YSY), and KCI Major Emphasis Program (MEP).

- Submit monthly reports as required by the District Governor.

- Encourage all club officers to fulfill their District outlined responsibilities, including club secretary submission of monthly reports.

- Assist local Kiwanis clubs in chartering new Key Clubs.

- Conduct lieutenant governor elections prior to District convention.