

2019-2020 Lieutenant Governor Service Agreement

Congratulations on being elected as Lieutenant Governor! As a District leader, you will have the opportunity to take your commitment to the next level, experiencing first-hand the personal growth that comes with leading others in community service. You will make friends with dynamic people across the District and around the world, united under the banner of service. Most importantly, you will help shape the future of our organization in the New England and Bermuda District and throughout all Key Club International.

The position of Lieutenant Governor is fun and exciting, but it is also a lot of work. This service agreement outlines the duties of Lieutenant Governor. Make sure to read and understand this document before signing.

Signed Forms must be postmarked by February 16, 2019 and sent to:

- **District Administrator Mr. George Whitney**, P.O. Box 467, Hardwick, VT 05843
(must be mailed)
- **Assistant Administrator Mr. Will Bradford**, 243 Farrington St., Unit 1, Quincy, MA 02170
--OR-- scanned and emailed to WillBradford.Kiwanis@gmail.com
- **District Governor Joshua Cram**, 39 Highland Ct., Malden, MA 02148
--OR-- scanned and emailed to GovJosh.NED1819@gmail.com

Lieutenant Governor's Contact Information (Please Type or Print Clearly)

Name: _____ Key Club of: _____

E-mail: _____ Grad. Year: ____ Gender: __ Division: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____
Street Address City State Zip Code

Required Signatures

We, the undersigned, certify that this candidate is qualified and able to serve as a Lieutenant Governor for the New England and Bermuda District of Key Club International for the 2019-2020 term. We have read this Service Agreement and support the candidate's decision to run for this office. We sign with confidence that this Key Clubber will be an exceptional asset to the District, will abide by District and International bylaws, and will be a model member and leader within Key Club International.

Please obtain the following signatures:

Parent/Guardian: _____ Date: _____

Faculty/Kiwanis Advisor: _____ Date: _____

Principal/Guidance Counselor: _____ Date: _____

2019-2020 Lieutenant Governor Service Agreement

The following agreement is to be signed by all Lieutenant Governors. This agreement outlines the minimum performance requirements that the Lieutenant Governor must maintain to remain in office. Failure to observe the following agreement may result in removal from office in accordance with the Key Club International Bylaws and New England and Bermuda District Bylaws.

I agree to do the following during my term as Lieutenant Governor:

1. Publish a newsletter each month I am in office and distribute it by the tenth of each month to the Key Clubs in my Division, the District Board, and the District Administrator.
2. Submit my monthly report forms to the District Governor and District Administrator by the tenth of each month.
3. Visit all of the Key Clubs in my Division at least once.
4. Hold up to five Divisional meetings during the year, at least one pertaining to service.
5. In conjunction with Lieutenant Governors from neighboring Divisions, hold a Regional Training Conference for all Key Club officers in my Division no later than November 15.
6. Encourage Key Clubs in my Division to pay dues before the December 1 deadline and submit the Key Club Officer Directory form shortly after the Key Club's officer elections.
7. Attend the following unless excused by the District Administrator and the District Governor:
 - a. **District Educational Conference** – April 5-7, 2019 in Springfield, MA
 - b. **District Board Training** – April 13-14, 2019 in South Portland, ME
 - c. **August Board Meeting** – Sunday, August 18, 2019 in Nashua, NH
 - d. **Regional Training Conference** - Date and Location TBD in your area
 - e. **Fall Board Meeting** – October 26-27, 2019 in Springfield, MA
 - f. **Pre-Conference Board Meeting** – April 2-3, 2020 in Springfield, MA
 - g. **District Educational Conference** – April 3-5, 2020 in Springfield, MA
8. If financially feasible, attend **Key Club International Convention** (July 2-7, 2019 in Baltimore, MD) with the District Tour. More information is at newenglandkeyclub.org/icon.
9. Serve on two District Board committees and fulfill duties as assigned by committee chairs.
10. Abide by the Key Club International Code of Conduct.
11. Represent Key Club and the District as needed at Kiwanis meetings, Key Club meetings, and other events as outlined by the District Governor.
12. Hold a Divisional Caucus to elect the 2020-2021 Lieutenant Governor by a date to be set by the District Administrator. Mentor my successor and help them prepare for their term.
13. Keep an open line of communication with the Governor, Administrator, and Adult Committee.
14. Have computer access to produce monthly newsletters using Microsoft Word or Apple Pages.
15. Check my Key Club e-mail regularly and respond to e-mails within seven (7) days.
16. Consult with the District Financial Counselor to determine if the District will reimburse expenses prior to making the expense. Maintain receipts to be reimbursed by the District.
17. Continue to be a dues-paid and active member of my Key Club with 50 hours of service.

I have read the Lieutenant Governor Service Agreement, which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2019-2020 Key Club year.

Lieutenant Governor

Date