

## 2019-2020 Public Relations Chair Application

To apply for the position of Public Relations Chair, you must submit the following to District Administrator Mr. George Whitney, Assistant District Administrator Mr. Will Bradford, and District Governor Andrew Kirdahy **by April 27, 2019**:

- ✓ A Cover Letter explaining your qualifications for the position and goals if appointed
- ✓ A signed copy of this Application Packet, including the Service Agreement

Holding a District-level Key Club position is an incredibly rewarding experience. If appointed, 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 join a handful of other committed individuals to shape the future of our organization in the New England and Bermuda District and throughout all of Key Club International.

### **Signed Forms and a Letter of Intent must be sent by April 27, 2019 to:**

- **District Administrator Mr. George Whitney**, P.O. Box 467, Hardwick, VT 05843  
(Must be mailed, postmarked by April 27, 2019)
- **Assistant Administrator Mr. Will Bradford**, 243 Farrington St., Unit 1, Quincy, MA 02170  
(Mailed --OR-- scanned and emailed to WillBradford.Kiwanis@gmail.com)
- **District Governor Andrew Kirdahy**, 75 Salt Meadow Waye, Marshfield, MA 02050  
(Mailed --OR-- scanned and emailed to GovAndrew.ned1920@gmail.com)

### **Your Contact Information** (Please Type or Print Clearly)

Name \_\_\_\_\_ Key Club of \_\_\_\_\_

Email: \_\_\_\_\_ 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 Public Relations Chair 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.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Kiwanis Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Guidance Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

## 2019-2020 Public Relations Chair Service Agreement

The following contract is to be signed by all who wish to serve as Public Relations Chair. This contract outlines the minimum performance requirements that the Public Relations Chair must maintain to remain in office. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Key Club International Constitution and Bylaws and the Standard Form of District Bylaws.

### If appointed, I agree to do the following during my term:

1. Chair the Public Relations Committee, and keep in regular contact with its membership, including a monthly email to committee members with the designated Adult Committee Member(s) and the Governor copied.
2. Publicize all upcoming District events, including: New England and Bermuda District Educational Conference, Key Club International convention, Regional Training Conferences, Key Leader, Trick-or-Treat for UNICEF, Key Club Week, and KPTI Day.
3. Send monthly email updates to the District Board by the first of the month. This update should include any information that Lieutenant Governors need to include in monthly newsletters to Key Club Officers and Advisors.
4. Work with the Adult Committee Webmaster in order to keep the website sufficiently updated with all District and International events and happenings.
5. Work with District Bulletin Editor to keep social media updated and active.
6. Work with the Public Relations Committee to plan social media use at DECON.
7. Provide updates for the membership of the District in each quarterly General Mailing.
8. Report on the activities of the Public Relations Committee at each District Board Meeting.
9. After the conclusion of the term, prepare materials to pass on to the next Public Relations Chair and provide feedback about what worked well and what could be improved next year.
10. Attend the following District and Key Club International:
  - a. **August Board Meeting** – Sunday, August 18, 2019 in Nashua, NH
  - b. **At least 3 Regional Training Conferences** – Dates and Locations TBD (September/October 2019)
  - c. **Fall Board Meeting** – October 25-27, 2019 in Springfield, MA
  - d. **Pre-Conference Board Meeting** – April 1-3, 2020 in Springfield, MA
  - e. **District Educational Conference** – April 3-5, 2020 in Springfield, MA
11. 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](http://newenglandkeyclub.org/icon).
12. Act in accordance with provisions of the Code of Conduct set forth by Key Club International.
13. Maintain quality schoolwork so that permission may be secured from parents and officials for occasional absences on Key Club business.
14. Be prepared to represent Key Club and the District as needed at Kiwanis meetings, Key Club meetings, and other events as outlined by the District Governor.
15. Keep an open line of communication with the Governor, Administrator, and Adult Committee.
16. Maintain receipts to be reimbursed by the District. Consult with the District Financial Counselor to determine if the District will reimburse expenses prior to making the expense.
17. Check my Key Club e-mail regularly and respond to e-mails within seven (7) days.
18. 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.
19. Remain an active and dues-paid member in my home Key Club and display involvement with sponsoring Kiwanis Club and Key Clubs in my Division. Perform at least 50 service hours.

I have read the Public Relations Chair 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.

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Candidate

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Date