



Club Officer Service Agreements

Circle K Club President Service Agreement

The following contract is agreed to by all members of Circle K International who wish to serve as club president.

It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum performance requirements that the president must maintain to remain on the Club Board of Officers.

The President agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, Board Procedures Code, and Kiwanis International Policies concerning Circle K International.
2. Attend the training conference for newly-elected club officers.
3. Preside over all meetings of the club and Board of Officers.
4. Serve as the executive officer of this club and present the views of the club to the district.
5. Promote K-family relations.
6. Cooperate fully with the sponsoring Kiwanis club and college or university.
7. Serve as one of the club's delegates to the district convention.
8. Ensure that the club is represented at both the district and International conventions by two voting delegates
9. Assist in coordinating the training of the new Board of Officers.
10. Prepare reports as requested by the district and International offices.
11. Meet deadlines as specified by the Kiwanis club, the faculty advisor, and the Board of Officers.

I have read the Circle K Club Officer Service Agreement outlining the minimum duties and responsibilities of the club president and I am willing and able to faithfully execute the duties of the office.

Circle K Club of: _____

Signature: _____ Date: _____

Circle K Club Vice President Service Agreement

The following contract is agreed to by all members of Circle K International who wish to serve as club vice president.

It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum performance requirements that the vice president must maintain to remain on the Club Board of Officers.

The Vice President agrees to do the following during his/her term of office:

1. Preside at all meetings of the club and of the Board of Officers in the absence of the president.
2. Oversee all committee activities.
3. Serve as an ex-officio member of all committees.
4. Perform other such duties as pertain to this office or as may be assigned by the club president.

I have read the Circle K Club Officer Service Agreement outlining the minimum duties and responsibilities of the club vice president and I am willing and able to faithfully execute the duties of the office.

Circle K Club of: _____

Signature: _____ Date: _____

Circle K Club Secretary Service Agreement

The following contract is agreed to by all members of Circle K International who wish to serve as club secretary.

It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum performance requirements that the secretary must maintain to remain on the Club Board of Officers.

The Secretary agrees to do the following during his/her term of office:

1. Maintain accurate minutes of all official business of the club.
2. Maintain the permanent records of the club, including all membership records.
3. Serve as the official club correspondent.
4. Order supplies when necessary.
5. Publish the club bulletin.
6. Complete and submit all monthly reports to the district.
7. Collect reports from committee chairpersons.
8. Forward news items to the district publication and Circle K magazine.
9. Perform other such duties as pertain to this office or as may be assigned by the club president.

I have read the Circle K Club Officer Service Agreement outlining the minimum duties and responsibilities of the club secretary and I am willing and able to faithfully execute the duties of the office.

Circle K Club of: _____

Signature: _____ Date: _____

Circle K Club Treasurer Service Agreement

The following contract is agreed to by all members of Circle K International who wish to serve as club treasurer.

It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum performance requirements that the secretary must maintain to remain on the Club Board of Officers.

The Treasurer agrees to do the following during his/her term of office:

1. Collect and disburse member dues.
2. Prepare the budget and ensure that club activities adhere to the budget.
3. Maintain accurate financial records.
4. Transact business through a bank or school account.
5. Inform the club of its financial strengths and weaknesses.
6. File appropriate forms with the IRS if necessary.
7. Inform the Kiwanis club of this club's financial status.
8. Perform other such duties as pertain to this office or as may be assigned by the club president.

I have read the Circle K Club Officer Service Agreement outlining the minimum duties and responsibilities of the club treasurer and I am willing and able to faithfully execute the duties of the office.

Circle K Club of: _____

Signature: _____ Date: _____

Keys to Club Officer Success

- ✓ Set goals.
- ✓ Sell the goals to the members.
- ✓ Maintain the club's focus toward goal achievement.
- ✓ Identify a club structure to best achieve the goals. Match tasks to member interests and strengths.
- ✓ Recognize the accomplishments of other officers and members.
- ✓ Be a role model by participating in club activities, district activities, international convention, and Kiwanis club activities.
- ✓ Educate yourself about the documents which govern CKI and educate members about the opportunities within the K-Family.
- ✓ Communicate with advisors and club Board of Officers about club progress.