



STATEMENT OF CANDIDACY FOR DISTRICT SECRETARY

Key Club: _____

Candidate's Name: _____

If elected District Secretary of the Minnesota Dakotas District, I agree to:

- * Keep accurate records of all Clubs' Monthly and Point forms submitted to the District.
- * Prepare and distribute a District Directory with all of the Club Officers' contact information before September 1st.
- * Contact all Regional Lieutenant Governors for updates on Club contact information if not received by September 1st.
- * Take minutes at all District Board meetings and distribute the minutes to all District Board members and International office within fifteen (15) days after the District Board meeting.
- * Present the Secretary's Report at all District Board Meetings.
- * Produce and distribute a weekly update to all District Board members.
- * Help produce and distribute the Fall and Spring Mailings to all Clubs in the District.
- * Produce and distribute monthly newsletters to the District Board by the 1st of each month.
- * Fill out an Executive Monthly Report by the 10th of every month.
- * Maintain contact with all District Board members and all District Administrators.
- * Send regular updates to all Club Secretaries in Minnesota-Dakotas District Key Clubs via email
- * Produce and distribute at least four (4) newsletters to Club Secretaries.
- * Develop materials for and conduct Club Secretary workshops at District Leadership Conference.
- * Fulfill all assigned duties, including committee work, and meet all deadlines.
- * Have access to internet and email account regularly.
- * Attend all required Key Club District functions listed below.

I understand that I am expected to attend and actively participate in all District Board functions, including:

Board Training: March 20–22, 2020 Camp Ihduhapi, Loretto, MN

Summer Board Meeting + Kiwanis Convention: (TENTATIVE) Aug. 6–9, 2020 Minneapolis, MN

Fall Rally: (TENTATIVE) November 6, 2020 Mall of America, Minneapolis, MN

Winter Board Meeting: (TENTATIVE) January 15–17 2020, Fergus Falls, MN

District Leadership Conference: March 4–7, 2021, Fargo, ND

Highly recommended, not required:

Key Club International Convention: June 30th- July 6th, 2020 San Francisco, CA

I have read the above expectations and requirements for district office and agree to abide by them if elected. I feel that I am qualified for this office and by stating my candidacy, I agree to follow all rules and regulations and to stand as a role model for other members of Key Club. I realize that failure to exercise my duties or to attend the board meetings listed above may result in my removal from the board. **I have checked my calendar and know that I am available for all dates listed.** I feel that my background and experience have prepared me for the duties of secretary.

Candidate's Signature: _____