

KEY CLUB



STATEMENT OF CANDIDACY FOR TREASURER

Key Club: _____

Candidate's Name: _____

If elected treasurer, I agree to:

- Prepare and distribute most recent monthly financial reports and dues reports to the district board.
- Prepare and distribute communiqués to club treasurers and communiqués to the district board. Cover important topics in a timely manner.
- Send notification of delinquent dues status to Key Club presidents, school principals, presidents of sponsoring Kiwanis clubs and faculty advisors at appropriate times.
- Attend required meetings and events.
- Present a treasurer's report at all official board meetings.
- Demonstrate a strong relationship with the board liaison by sending all copies of the district treasurer's board newsletter to the liaison and communicating with him/her.
- Strive to make all communications timely, well written, free of mistakes and follow the Key Club graphics standards.
- Assist the District Administrator in overseeing the expenditures of events throughout the year.
- Work with District Governor on fundraising goals for the District.
- Fill out an Executive Monthly Report by the 10th of every month.
- Maintain contact with all District Board members and all District Administrators.
- Develop materials for and conduct Club Treasurer workshops
- 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 treasurer.

Candidate's Signature: _____