



PENNSYLVANIA DISTRICT

Pennsylvania District of Circle K International Service Agreement – District Secretary

As the District Secretary, you will agree to perform the following duties if elected:

- Shall attend all duly called meetings of the District Board and the Pennsylvania Circle K Convention.
- Shall keep all records of the District Convention and the minutes of the Board of Officers' meetings.
- Shall, within 30 days after the Pennsylvania District Convention and meetings of the District Board, distribute copies of the proceedings and/or minutes and a temporary directory of addresses and telephone numbers of the newly elected members of the Board of officers to the District Officers/Chairs, club presidents, appropriate Kiwanians and Key Clubbers, Kiwanis Committee on Circle K members, the Circle K International Administrator, and the Counseling International Trustee.
- Shall compile a District Directory containing names, addresses and telephone numbers of all District Board members, club officers, faculty and Kiwanis advisors and appropriate Kiwanians and Key Clubbers. There shall be two editions (Summer and Fall) containing the appropriate information. This directory shall be forwarded to the Circle K International Administrator, the Counseling International Trustee, Pennsylvania District Circle K club presidents, the District Board, and appropriate Kiwanians and Key Clubbers. These directories shall be compiled and distributed no later than May 30th (Summer Directory) and September 20th (Fall Directory). A list of changes shall be published monthly (if necessary) and sent to the aforementioned people.
- Shall receive Monthly Reports submitted by each active club in the Pennsylvania District by the 5th day following the month reported on. Shall keep a monthly report card indicating whether the report is on time, not received or delinquent. Shall submit to the Circle K District Administrator and District Governor a list of those clubs not regularly submitting monthly reports and advise each club of their status in this regard.
- Shall establish with the District Governor and Circle K District Administrator a District Mailing List to be used when sending out information, notices and agendas.
- Shall send appropriate materials (i.e., Monthly Report Forms, Directory and addenda, Board Minutes, etc) to club presidents and secretaries of newly chartered clubs immediately after notification by Circle K International.
- Shall issue a call to District Convention at least 90 days prior to the convention. Also ask that any resolutions and/or amendments to the Pennsylvania District Bylaws to be considered by the House of Delegates be submitted within 60 days prior to the convention.
- Shall, 30 days prior to the convention, public and send to all Board Members and Pennsylvania District club presidents any amendments and/or resolutions to be considered by the House of Delegates during the convention.
- Shall assist the District Governor with Pennsylvania District functions as required.
- Shall assist with planning and execution of Fall and Spring Club Officer Trainers.
- Shall cooperate with the District Governor in forwarding all official reports by Circle K International.



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- Shall maintain effective communications between the officers and members of the Pennsylvania District.
- Shall submit a report to the annual convention and at such other times as the District Governor and Board of Officers may require.
- Shall publish no less than two (2) newsletters throughout the administrative year.
- Shall submit to the proper officials and committees all communications received from Circle K International.
- Shall insure that all files are transferred to their successor and brief them on the duties and responsibilities of the office. Shall be available for a period of six (6) months to provide council to their Successor.