



PENNSYLVANIA DISTRICT

Pennsylvania District of Circle K International Service Agreement – District Treasurer

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

- Shall serve as the Chief Financial Officer of the Pennsylvania District, keeping all appropriate records.
- Shall attend all duly called meetings of the District Board and the Pennsylvania Circle K District Convention.
- Shall develop and promote programs for dues incentive and the collection of these moneys.
- Shall assist the District Governor, the Pennsylvania Kiwanis District Executive Director, and the Circle K District Administrator in preparing the Annual District Budget, District Convention Budget, and any other necessary budgets.
- Shall assist with planning and execution of Fall and Spring Club Officer Trainers.
- Shall issue a call for Pennsylvania District and Circle K International Dues at least 30 days prior to their due date and shall advise all clubs within the Pennsylvania District where to remit these dues.
- Shall submit a written report reflecting the District income and expenditures and the dues status of member clubs, including club membership and percentage of membership goal attained, at meetings of the Board of Officers, the District Convention, and at such other times as the Governor, District Circle K Administrator, or District Board of Officers may request.
- Shall chair the Fundraising Committee and be a member of the Conferences and Convention Committee.
- Shall submit a financial report at the annual convention and at such other times as the District Governor, Board of Officers, or the Kiwanis District Board of Trustees may require.
- Shall publish as many newsletters as needed, no less than two (2), informing clubs on financial matters, such as payment of dues and membership growth program status, to all club treasurers to strengthen dues payments and provide as a check of official club membership. A financial review of District expenditures should also be included.
- Shall oversee and maintain the funds in the PACK Cash account as well as any District Fundraisers.
- Shall also perform other such duties as may be assigned by the District Governor or the Board of Officers.
- Shall insure that all files are transferred to their successor and brief them on the duties and responsibilities of the office. Shall remain available for a period of six (6) months to assist their successor.