



PENNSYLVANIA DISTRICT



Pennsylvania District of Circle K International Service Agreement – District Editor

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

- Shall serve as the Chief Publication Officer of the Pennsylvania District.
- Shall attend all duly called meetings of the District Board and the Pennsylvania Circle K District Convention.
- Shall assist with planning and execution of Fall and Spring Club Officer Trainers.
- Shall publish at least 5 issues of “The Krier” and shall be responsible for submitting a proof to the Kiwanis District Secretary/Treasurer for printing and distribution to active clubs.
- Shall notify the District Board, all Pennsylvania District Circle K club presidents, and all appropriate Kiwanians and Key Clubbers of the deadline for submission of articles for the next issue of the KRIER at least three weeks prior to the publication date.
- Shall, at each meeting of the District Board, submit a report, which lists Board members who have and have not submitted articles for the publication.
- Shall send copies of the publication to those individuals authorized by the District Board of Officers.
- Shall chair the Information and Technology Committee.
- Shall assist in the publication and design of the District Convention Program.
- 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 to assist their successor for a period of four (4) months or their successor’s first published “The Krier”.