



Pennsylvania District of Circle K International Service Agreement – Division Lt. Governor

As a Division Lt. Governor, 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 District Convention.
- Shall represent the District Governor and have full responsibility for promoting education, membership, service projects and fundraising within their Division.
- Shall make at least two (2) official visits to each Circle K club within the Division, excluding Fall and Spring Rallies.
- Shall attend at least one (1) each of the Fall and Spring Club Officer Training sessions.
- Shall compile and maintain a complete list of club officer names, addresses and telephone numbers and submit them to the District Governor, District Secretary and District Circle K Administrator.
- Shall submit a Divisional Report each month to the District Governor and District Circle K Administrator outlining events, happenings and problem(s) within the Division.
- Shall assist in the collection of Pennsylvania District and Circle K International dues and monthly reports from clubs within the Division.
- Shall hold a President's Council meeting or other type of Divisional event as appropriate.
- Shall promote InterClubbing within the Division.
- Shall encourage clubs to submit articles to the KRIER.
- Shall work with the District Board to have as many club officers trained as possible by December 1st. Shall assist Sponsoring Kiwanis Clubs in training the club officers.
- Shall hold a Fall Divisional Rally and a Spring Divisional Rally/Fling for the purpose of club officer training, member education and Divisional motivation.
- Shall publish no less than two (2) newsletters throughout the administrative year.
- Shall actively promote Kiwanis Family relations between Kiwanis, Key Clubs, Builders Clubs, K-Kids Clubs and Aktion Clubs within the Division.
- Shall assist the District Governor and the Kiwanis Committee on Circle K with the reactivation of inactive clubs and the building of new clubs within the Division.
- Shall insure that Division files are transferred to their successor and brief them on the duties and responsibilities of the office.