

## Circle K International Representative Service Agreement

Members of Circle K International who wish to serve as International Representative agree to the following contract. It is understood that failure to observe the following agreement will result in disciplinary action and possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum requirements that an officer must maintain to remain on the International Board and should not limit your work.

Each International Representative agrees to do the following during his/her term of office:

1. Ensure that you and your club remain in good standing with the International and district organizations throughout your term as International Representative.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 2 (International Representatives).
3. Attend the training conference for newly elected International Officers following the International Convention at which he/she is elected.
4. Attend the International Convention at the end of his/her term of office.
5. Attend all portions of all official International Board Meetings as indicated in the Circle K International Procedures Code.
6. File reports as requested by the International president and/or the International Director with copies to be sent to the appropriate persons. These shall include the following:
  - a. International Representative Visit Reports within two weeks of visiting the assigned district.
  - b. Monthly expense vouchers within one month of the allowed expense.
  - c. Monthly International Officer Reports by the 20<sup>th</sup> of each month.
  - d. Prepare an end-of-year sub-regional report outlining the status and future plans for each of the districts in the sub-region to be passed on to the next International Representative.
7. Make visits to his/her assigned districts within the sub-region (to the extent possible).
8. Remain in constant communication with his/her district officers.
  - a) Review and respond to monthly reports in a timely fashion.
  - b) Send replies to questions and requests within seven days of receipt of question.
  - c) Offer suggestions to improve district operations.
  - d) Within the first month of office, establish correspondence with members of the assigned district board and other members of the Kiwanis-Family of those districts.
  - e) Write and publish a minimum of six newsletters or memos to the district officers, club officers, and membership of assigned districts in his/her sub-region. The newsletters/memos should be informative and should update the sub-region to activities at the International level as well as provide information specific to the sub-region. The newsletter/memo distribution should follow the following timetable with the first newsletter or memo being published no later than October 1<sup>st</sup>: September/October, November/December, January/February, March/April, May/June, and July/August.
  - f) Prepare district board reports for assigned districts as requested by the district and/or no less than three times a year. The district board reports should concentrate on activities, updates, and happenings, as well as pertinent information in the sub-region at the time.
  - g) Submit articles for the district bulletin of assigned districts as requested by the District Governor and/or District Editor.
9. Work with the districts in his/her sub-region on building and reactivating clubs within the districts. International Representatives shall maintain a current listing of new club possibilities.
10. Carry out all board committee assignments.
  - a) Serve as committee chair of a board committee upon the international president's request.
  - b) Correspond with other committee members on a regular basis.
  - c) Meet the deadlines set by his/her assigned committee.
  - d) Keep everyone informed on committee updates.
  - e) Prepare articles for publication as requested by International Vice-President for International Speaking.
  - f) Prepare agenda, exhibits, and discussion points for committee board books and meetings as requested.

11. Be familiar with and abide by the Circle K International Policies and Procedures, the Constitution and Bylaws, all other Circle K International materials, and the Kiwanis International Policy and Procedures concerning Circle K International.
12. Send copies of all correspondence to the International President and International Office.
13. Submit, by the deadline established, all reports distributed or requested by the International president, assigned staff liaison, chair of his/her assigned committee, or the districts to which he/she is assigned.
14. Attend the Circle K International Council Meeting normally held in August.
15. Perform other such functions as may be called upon from time to time by the president or Director.

Violations of this contract shall lead to disciplinary action according to the following guidelines:

- a) Initial coaching meeting via telephone with the International President, International Director, and International Vice-President within five (5) business days of notification of the Board Member that an infraction has occurred via telephone, e-mail, or mail.
- b) First warning and meeting via telephone with the International President, International Director and International Vice-President to review performance.
- c) Second warning and meeting with the International President, International Director and International Vice-President to review performance.
- d) Removal from the International Board by a 2/3 vote of the Circle K International Board of Representatives.

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Provided all of the above conditions are met, the International Representative will be reimbursed for eligible expenses. If they are not met, the International Representative will not be reimbursed for her/his expenses, and the Director reserves the right to place the International Representative on probation (limited board member activity) until she/he has met these conditions.

You must be willing and made aware that you will be spending your own money on various occasions as noted in CK #10: Kiwanis International Policies Concerning the Functioning of Circle K clubs. The above will constitute the limit of payment to be made to an International Representative in the discharge of her/his duties, unless otherwise authorized by the Kiwanis International Board.

Please print or type this following information:

Name \_\_\_\_\_

Member ID # \_\_\_\_\_

Circle K Club \_\_\_\_\_

District \_\_\_\_\_

I have read the Circle K International Representative Service Agreement outlining the minimum duties and responsibilities of the International Representative, and I am willing and able to faithfully execute the duties of the office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This agreement has also been reviewed and is understood by the following:

District Administrator \_\_\_\_\_ Date \_\_\_\_\_

Director of Circle K International \_\_\_\_\_ Date \_\_\_\_\_

The following attests that this individual is a Circle K member in good standing and has met the minimum membership requirements of his/her home club/chapter.

Home Circle K Club President \_\_\_\_\_

Club President Signature \_\_\_\_\_ Date \_\_\_\_\_

Official letter from University should be included with Service Agreement.