

»» 2021-22 International Officer Service Agreement

Members of CKI who wish to serve on the international board agree to the following contract. Per Circle K International governing documents, failure to observe the following agreement will result in disciplinary action and possible removal from office. This contract outlines the minimum requirements that a member of the Circle K International Board of Trustees must maintain to remain in office. Additional expectations and responsibilities may be assigned by the Circle K Director and/or the Circle K International Board.

Each board member agrees to do the following during their term of office:

1. *Act as a representative of the CKI, performing all duties and responsibilities as specified by the organization's Bylaws and Policy Code and ensure that you meet and maintain the requirements to serve as an International Officer.*
2. *Always represent the organization in accordance with CKI values, tenants, and its mission. This includes:*
 - a. *Not promoting, endorsing, or condoning violence in any manner.*
 - b. *Not promoting, endorsing, or condoning discrimination based on race, color, creed, national origin, age or sex, including sexual orientation and gender identity.*
 - c. *Not publicly besmirching or undermining another member's reputation or the reputation of Kiwanis International, CKI or any branch of the organization or staff.*
3. *Be familiar with and abide by Circle K International Bylaws, Policy Code, all other CKI materials, and the Kiwanis International Policy and Procedures concerning CKI.*
4. *Attend appropriate training and educational conferences, including but not limited to the summer board training conference after election, Governors/Administrators Conference (GATC) in April if designated, and CKIx at the end of their term.*
5. *Attend all portions of all official International Board meetings and International Council meetings as indicated in the CKI procedures code; keep discussions between board members confidential.*
6. *File reports as requested by the President and/or the Director with copies to be sent to the appropriate persons. These shall include the following:*
 - a. *Visit reports within two weeks of visiting the assigned district.*
 - b. *Monthly expense reports within two weeks of the allowed expense.*
 - c. *Prepare an end-of-year report outlining the status and future plans for each of the districts to be passed on to the next international Trustee.*
7. *Make visits to assigned districts (to the extent possible).*
8. *Remain in constant communication with assigned districts' 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. *Prepare district Board reports as requested by the district. The district Board reports should concentrate on activities, updates and happenings, as well as other pertinent information.*
 - f. *Submit articles for to the international office and to assigned district for use in newsletters, social media and other forms of communication.*
9. *Work with assigned districts on building and reactivating clubs within the districts. Trustees 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 President's request.*
 - b. *Correspond with other committee members on a regular basis.*
 - c. *Meet the deadlines set by their assigned committee.*
 - d. *Keep everyone informed on committee updates.*
 - e. *Prepare articles for publication as requested by International Vice President.*
11. *Send copies of all correspondence to the President, Vice President, and International Office.*
12. *Agrees to report any and all cases of abuse, assault or threats of self-harm involving CKI members to the appropriate college or university authorities and the CKI Director. In cases of abuse or suspected abuse involving students under the age of 18 contact the Youth Protection Helpline at 866-607-SAFE (7233) immediately.*
13. *Agrees that if Kiwanis International staff, led by the CKI Director, in their sole discretion, requests that a board member remove a social media post for violating this agreement, the individual shall promptly remove the post. If the individual disagrees with the request, disciplinary proceedings may commence.*
14. *Agrees to perform other any other function, as may be called upon from time to time by the President and/or Director.*
15. *Ensure that there are candidates endorsed to run for your position prior to CKIx.*

Provided all of the above conditions agreed upon, the International board member will be reimbursed for eligible expenses. If they are not met, the member will not be reimbursed for their expenses, and the Director reserves the right to place the board member on probation (limited board member activity) until they have met these conditions.

You must be willing and made aware that you will be spending your own money on various occasions as noted in Kiwanis International Policies concerning the functioning of Circle K clubs. The above will constitute the limit of payment to be made to an International Trustee in the discharge of their 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 CKI Trustee Service Agreement outlining the minimum duties and responsibilities of the International Trustee, 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's signature _____ **Date** _____

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

Home Club President's signature _____ **Date** _____

Violations of this contract shall lead to disciplinary action.