

Lt. Governor Chair Application

HEY MIGHTY MICHIGAN LT. GOVERNORS!

Thank you for your interest in the LTG Chair position on the 2023-2024 District Board. This position is going to require a lot of effort and dedication. However, in return, you will make memories, friendships that will last for a lifetime, the ability to serve the district, and a humbling service-leadership role.

Holding an executive and district board position offers you a fulfilling experience and an important role. In order for you to hold any one of these positions, you must be able to attend all district board meetings and events. These dates are found on the following pages, along with your duties. In addition, your duties do alter throughout the year, and the list given isn't fully extensive. Please note all applications are **due April 15th**, so get them in on time! Email all applications to governor@mikeyclub.org. Fill out your application carefully and thoroughly. The appointing of chairs is an unbiased process. Unfortunately, not everyone that will apply will get the position. Despite the outcome, please continue to partake in Key Club. I genuinely appreciate everything you do for Key Club International. Thank you all for your interest, and if you have any questions, please text, call, or email me!

SINCERELY YOURS IN SERVICE,

CLARA BERRY · 2023-2024 GOVERNOR

GOVERNOR@MIKEYCLUB.ORG · (269)-338-5154

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OVERVIEW OF BASIC DUTIES:

- Carry out programs and policies of the Governor, the Executive Board and of Key Club International.
- Serve as Lieutenant Governor for divisions that do not have an elected Lieutenant Governor until a Lieutenant Governor is appointed.
- Work with the Executive Board to make sure that all of the Lt. Governors' opinions are being heard.
- Continue to serve as a Lieutenant Governor for your own division, if you chose to do so.
- Aid Lt. Governors in planning Officer Trainings, Rallies, Divisional Events, etc.
- Review Lieutenant Governor's newsletters and monthly report and work with Executive Board to address issues, which may arise from these submissions.
- Perform assigned responsibilities and be a member of the Executive Board.

THINGS NEEDED IN APPLICATION:

- POSITION SOUGHT
- YOUR RESUME- This should include, but is not limited to, any awards you have received, activities you have been involved in along with positions held, any particular service projects you wish to commemorate, work experience, and contact information for you Kiwanis and Faculty advisor. Please insert dates for all events and activities.
- YOUR KEY CLUB HISTORY- This should include any general membership or offices held, as well as attendance at conventions, divisional events, district events, service projects.
- WHY DO YOU WANT TO BE LTG CHAIR?- This should include a page about why you want to be a chair and what you will bring to the position sought. Please keep in mind this will help judge how well you can create proper materials that may be handed out to clubs as part of your chair position.
- YOUR COMPLETE CONTACT INFORMATION- This should include your name, home phone, cellphone, and email.
- SIGNATURE FORMS ON THE FOLLOWING PAGES

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CANDIDATE PROFILE FORM

CANDIDATE NAME: _____

POSITION APPLYING FOR: _____

CANDIDATE SCHOOL: _____

FACULTY ADVISOR: _____

KIWANIS ADVISOR: _____

CANDIDATE'S PHONE #: _____

PARENT/GUARDIAN NAME(S): _____

PARENT/GUARDIAN PHONE #(S): _____

PARENT/GUARDIAN(S) EMAIL ADDRESS:

WOULD YOU ACCEPT ANOTHER POSITION IF THE BOARD

DEEMS IT APPROPRIATE? _____

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REQUIRED SIGNATURES FORM

I, the undersigned, do hereby signify that

_____ is a qualified individual able to serve as _____ for the 2023-2024

service year. I have read the general service agreement for all district board members and well as the specific

_____ service agreement and support the candidate's decision to apply for this office. I sign with confidence that this Key Clubber will be an exceptional asset to the district's leadership, and will abide by all district and international bylaws, and be a model member and leader of Key Club International.

SIGNED:

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian Printed Name

Kiwanis Advisor _____ Date _____

Kiwanis Advisor Printed Name

Faculty Advisor _____ Date _____

Faculty Advisor Printed Name

School Principal _____ Date _____

School Principal Printed Name

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CHAIR SERVICE AGREEMENT

If appointed LTG Chair on the Michigan District Board, I agree to:

- **Publish monthly Newsletters for all divisions without LTGs as well as a newsletter for current LTGs.**
- **Hold monthly (or more frequent) meetings with LTGs and send updates/reports to District Governor, District Administrator, and Adult Administrative Team Committee Liaison.**
- **Stay updated on the status and health of the district.**
- **Evaluate the performance of LTGs for progress reports prepared by the District Governor.**
- **Follow designated committee directives to the best of my ability**
- **Attend Service Leadership Conference, Fall Rally, and International Convention (if financially possible) during my term.**
- **Understand the expectations that are upon my office, and fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s). Failure to comply may result in my immediate dismissal from the district board.**
- **Continue to be a member in good standing with 50 hours of service and my dues paid.**
- **Keep an open line of communication with the Key Club Governor, District Administrator, Adult Administrative Team Committee Liaison, and LTGs.**
- **Contact past LTG Chair within 2 weeks of acquiring my position, and do all that I can to continue their goals and understand their plans for the position.**
- **Go above and beyond these outlined duties and make the most of my term in office and all I have to offer the Michigan District and the entire Key Club International organization.**
- **Be available and on the Executive Board call as agreed upon by the Executive Board.**

Candidate: _____ **Date:** _____

Legal Guardian: _____ **Date:** _____

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GENERAL SERVICE AGREEMENT

If appointed to any position on the Michigan District Board, I agree to:

- Do all that I can to strengthen and build new Key Clubs in the Michigan District. Study and follow the Key Club Guidebook (Bylaws), the Michigan District Bylaws, and the Michigan District Policies and Procedures to further my knowledge of the organization.**
- Act in accordance with the provisions of the Key Club and Michigan District Code of Conduct set forth by Key Club International and the Michigan District.**
- Promote all international programs such as service partners, Key Club Week, and Service Initiatives.**
- Maintain quality schoolwork so that permission may be possibly be secured by parents/guardians and school officials of occasional absences related to Key Club business.**
- Be ready to make occasional appearances within the limits set by the District Administrator, and have several good, well-developed, and informative speeches prepared.**
- Attend Service Leadership Conference during my term of office and the Key Club International Convention (if financially possible).**
- Attend every district board meeting and Fall Rally, unless the District Governor and Administrator excuse me. If I am unable to attend a scheduled meeting of the district board, I must let the District Governor and Administrator know at least two (2) weeks in advance of the meeting taking place.**
- Come the night before Fall Rally, if available, to help get things set up for the event.**
- Understand the expectations that upon my office, and work to fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s).**
- Continue to be a member in good standing of my Key Club by paying my dues and maintaining fifty (50) hours of service.**
- Keep an open line of communication with the District Governor and Administrator.**
- Be computer literate and have access to a computer to assist me in my work and receive emails from club officers, club members, Faculty and Kiwanis Advisors, and district board members or administrators. I will send replies to questions and requests within forty-eight (48) hours from when the email is sent. Remain at the board meeting site unless prior permission from my parent/guardian has been granted and I am in a group of four (4) or more.**

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- Endeavor to sell \$100 in ads for the Service Leadership Conference, and I acknowledge I will be responsible for the difference sold if it is less than \$100 to be applied towards my Service Leadership Conference registration fee.
- Endeavor to raise \$150 for the main service project at Service Leadership Conference, and I acknowledge I will be responsible for the difference collected if it is less than \$150 towards my Service Leadership Conference Registration fee.
- Understand that most financial items can be taken care of by the District with the request by the district board member to the District Treasurer, with the approval of the District Administrator or designee, with the Michigan District budget in mind. If failure to take part in the proper process occurs, I understand that any spending not approved will come out of my pocket. I will submit expense reimbursements to the District Treasurer and Administrator or designee within thirty (30) days of incurring the expense.
- Go above and beyond the outlined duties and make the most of my term in office and all I have to offer the Michigan District, and the entire Key Club International organization.

My parent/legal guardian and I both understand that the general service agreement covers all positions and we will now read and understand the position specific service agreement for my desired position. We also understand that failure to complete the requirements of the general service and position specific service agreement can result in disciplinary action, up to dismissal from my position on the district board.

Candidate _____ Date _____

Candidate Name Printed _____

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian Name Printed _____

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2023 – 2024 Tentative District Board Meeting Dates

These dates may change based on meeting space availability

May 4-May 7 GATC Atlanta GA

***May 19-21 Spring Board Meeting Howell MI**

July 3-9 International Convention Anaheim CA

July 22-25 LeadCON Indianapolis

***August 16-20 Summer Board Meeting Frankenmuth**

August 16-20 Kiwanis District Convention Frankenmuth

***October 27-29 Fall Board Meeting TBD**

***November 18 Fall Rally TBD**

***February 2-4 Winter Board Meeting TBD**

***March 22-25 SLC TBD**

***DENOTES MEETINGS WHICH REQUIRE MANDATORY ATTENDANCE BY ALL DISTRICT BOARD MEMBERS. EXCUSED ABSENCES WILL BE CONSIDERED ON A CASE BY CASE BASIS. MULTIPLE REQUESTS FOR EXCUSED ABSENCES CAN RESULT IN DISMISSAL FROM THE BOARD.**