Pennsylvania District of Circle K International
Service Agreement – District Governor

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

- Shall be the chief executive officer of the District.
- Shall preside at the District Convention and all meetings of the Board of officers.
- Shall be responsible for the leadership development of club officers, for coordinating workshops, which will be held at the District Convention, and for developing all communications with clubs for the purpose of bringing administrative aid to these clubs.
- Shall appoint all standing and special District committees and shall serve as an ex-official member of all committees with approval of the Board of officers.
- Shall have the duty of furthering the objectives of Circle K International and promoting the interests of Circle K clubs within the District.
- Shall work closely with other International and District officers to strengthen and expand Circle K.
- Shall attend (or appoint a representative) the Pennsylvania Circle K District Convention, the Circle K International Convention, the Pennsylvania District Kiwanis Convention, the Pennsylvania District Key Club Convention, all International Council meetings, and all duly called meetings of the District Board.
- Shall make as many club visitations and Divisional meetings as possible, with the minimum requirement of one visit to each Division.
- Shall ensure that other Board Members are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping and accounting of funds.
- Shall communicate with the Board members, the Counseling Circle K International Trustee, and the Circle K International Administrator, keeping them informed of District activities.
- Shall submit the appropriate monthly reports to Circle K International. Shall maintain a set of files, which can be passed on to the next administration, and their successor on the duties of the office.
- Shall work with the District Circle K Administrator and Kiwanis Committee on Circle K Members on building new clubs and rebuilding inactive clubs. Also shall work to increase the quality and number of service projects and the membership of the District.
- Shall work with the District Circle K Administrator to make a tentative schedule of meetings for the District Board to be approved by the members of the District Board.
- Shall, 15 days prior to a District Board Meeting, send notice to all clubs indicating the date, time, location (and directions) and agenda for all meetings.
- Shall work closely and communicate with the Circle K District Administrator, the Key Club District Governor, the Kiwanis District Governor and their appointed representatives at all times.
- Shall insure that plans for the District Convention are made and executed.
- Shall work with the District Treasurer and the Circle K District Administrator in preparing the District’s Annual Budget, the District Convention Budget, and all other necessary budgets.