

**Treasurer: [Insert Club Name Here] Service Agreement**

**Academics**

1. This board member agrees that they will put their academic/professional duties before their duties as a Circle K Board Member and member of Circle K International.
2. When such an event does occur, this board member also agrees to maintain communication with the [University] Club President [Name]
3. This board member agrees their eligibility to remain a board members is contingent to their participation in club activities and remaining active in their home club.

**Correspondence**

1. General Rules:
   1. All correspondence will be returned within a forty-eight (48) hour period.
   2. Appropriate correspondence consists of:
      1. For the Board Member: Phone calls, Email, Instant Message, and Text Message.
      2. For the President: Phone calls, Email, Instant Message, and Text Message.
2. Chats / Phone Calls:
   1. President [Name] and Treasurer [Name] will hold phone chats monthly on an “as-needed” basis but it is understood by both parties that they are always an option.
      1. If one is unable to have the phone meeting, he/she will contact the other to inform him/her of the situation and choose a different time.
   2. Time Constraints:
      1. The earliest President [name] should be called is [Insert Time]
      2. The earliest Treasurer [name] should be called is [Insert Time]
      3. The latest President [name] should be called is [Insert Time],
      4. The latest Treasurer [name] should be called is [Insert Time].
3. Email:
   1. Email is an appropriate form of communication, except in a case of major orders or immediate business.
   2. When communicating by email, we agree to maintain respect and order.
   3. Privacy of emails will be respected; no emails will be forwarded or shared with/to any other body without consent of the sender (exceptions may apply).
   4. Carbon Copies
      1. President [Name] agrees to carbon copy Treasurer [Name] on any matters regarding CKI that are sent regarding this position.
      2. Treasurer [Name] agrees to carbon copy President [Name] and any relevant board member on **any** matters regarding CKI that are sent to anyone regarding Circle K, and any matters regarding questions, comments, suggestions, or concerns that may be sent to the Board and/or Kiwanis Staff Member.

**Monthly Reports**

1. Treasurer [Name] agrees:
   1. To submit monthly reports on time.
   2. To make sure the information is accurate, sufficient and clear.
2. President [Name] agrees:
   1. To read each report submitted.
   2. To respond, if necessary, within one week after receiving the report.
3. Communication:
   1. It is necessary for additional communication about a monthly report when there are problems or confusions when read and received.

**General Guidelines**

1. Take care of your physical and mental wellbeing. You are a person first.
2. BE HONEST & COMMUNICATE! Be honest about your capabilities and availability and communicate that to myself or our advisor.
3. Be courteous to each other and try not to “step on other’s toes”.
4. Stay in constant communication and be respectful to others’ positions.
5. Trust information provided to each other.
6. Make the Circle K International a top priority.
7. Act as a source of non-judgmental support during our time working together.
8. Be a shoulder to lean on.
9. Maintain a professional relationship.
10. Always make progress. Whether it is maintaining contact or preparing for an event, always move forward.
11. Have an opinion and contribute! For board meetings, share your ideas and voice your opinion on topics even if it may be different.
12. Have Fun!

**Expected Duties**

It is understood that failure to observe the following agreement will result in the possible **removal** from office in accordance with the Circle K International Constitution and Bylaws and the [Insert School’s Name] Bylaws. This contract outlines only the minimum performance requirements a Board Member must maintain to remain in office.

**General:**

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K Club.
2. Represent Circle K International, remain professional and serve as a mentor.
3. Remain active in-home club and attend at least 75% of meetings.
4. Meet a minimum of 15 hours of service per semester.
5. Attend the District events.
6. Attend and actively participate in the Club Officer Training Conference.
7. Complete and submit all reports and other documents required for your position on time
8. Maintain files with proper documentation and submit them to the incoming board officer.
9. Ensure the collection of dues from all members and keep track of all paid members.
10. Keep the club on budget and assist in any fundraising opportunity.

**Additional Duties and Responsibilities :**

Respectfully Submitted,

[President Signature] [Treasurer Signature]

Circle K International [university] Club President Circle K International [university] Club Treasurer