


# District Secretary's Candidate Packet



## Forms Required

- District Secretary's Service Agreement- signed
- District Calendar- signed
- Policies Governing Reimbursement- signed

These forms will need to be turned in to the District Administrator upon successful election to office. Please be sure to check your calendar for scheduling conflicts prior to running for office.

## Candidate Pages

A Secretary candidate will prepare a two-page spread in the Conference Program. The pages will need to be designed by the candidate and submitted to the District Bulletin Editor in pdf format no later than February 1, 2025 for inclusion in the Conference Program and App. Pages should be 5 1/2 x 8 1/2 with 1" margins. Email, in pdf, jpg, or png format, to Santosh Manikandan, District Governor, at [moarkkeyclubgovernor@gmail.com](mailto:moarkkeyclubgovernor@gmail.com).

The following items are suggestions for informational items which could be included:

- Position you are seeking
- Elected or appointed offices held in Key Club at local and district level
- Other activities/offices held in high school
- Extracurricular activities
- Awards/honors
- Platform
- Biographical information
- Photo of candidate
- Involvement in Key Club at district or local level

No campaign flyers, posters, or other materials may be distributed to conference attendees (whether in person or online) or posted at or before the conference. Conference officials will ban any election material that is not considered proper according to the standards set forth.


## Candidates Meeting

A mandatory meeting for all candidates will be held Thursday afternoon of the conference. Procedures and rules governing the elections will be reviewed and questions answered at this meeting. Any candidate not complying with the rules set forth in this packet or at the Candidates Meeting may be disqualified from running for office.

## Nomination Procedure

Nominations for candidates for Governor will be accepted during General Session 1 on Thursday evening. The candidate should select a Key Club member (can be from home club or another club) to nominate them for office. The candidate will be allowed up to one minute to accept the nomination.

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## Caucus

All candidates for Secretary will appear at the Caucus session on Friday morning. Candidates should prepare a speech of no more than five minutes detailing why they should be elected to office. Candidates should also be prepared to answer questions for three to five minutes.

## House of Delegates

Each Secretary candidate will also appear at the House of Delegates. They will be given an opportunity to address the delegates in a speech up to five minutes followed by three to five minutes of questions from delegates. The speech for House of Delegates can be the same speech or a different one depending on the candidates preference.


Following all speeches by Secretary candidates, voting by ballot will be conducted. The winner will be announced following ballot count.

## Holding Multiple Offices

The Missouri-Arkansas District requires that a Key Club member relinquish any other Key Club positions that they may hold should they be elected to a District Office. This includes any Club or International office.

## District Secretary's Service Agreement

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The duties and responsibilities of the District Secretary for the Missouri-Arkansas District of Key Club International are as follows:

1. Assist the District Administrator in preparing and maintaining all District records. Present District reports at regular meetings of the District Board.
2. Work closely with the District Governor of the Missouri-Arkansas Key Clubs. Prepare correspondence for the District and the District Key Club Leadership Conference. File all reports required by the District or by Key Club International.
3. Take thorough minutes of each District Board Meeting and within thirty (30) days, mail copies to

the Governor and District Administrator.

4. Attend the District Leadership Conference. Attending the International Convention is strongly encouraged.
5. Attend all sessions of the District Board.
6. Distribute to all clubs necessary report forms when requested.
7. Publish at least four (4) newsletters to clubs and nine (9) to the District Board throughout the year.
8. Keep in close contact with all District Officers.
9. Assist in making plans for the District Leadership Conference.
10. Maintain a set of records that can be passed on to their successor.
11. Abide by the code of conduct of the Missouri-Arkansas District and Key Club International.
12. Recommended attendance at a Key Leader Event.

**Student:** I have read the above minimum duties and responsibilities of the office of Missouri-Arkansas Key Club Secretary and will fully and faithfully execute the duties of the office. I further understand that failure to comply with the above duties and responsibilities may result in the office for which I have been elected/appointed to be declared "vacant" and my being relieved of all responsibilities on the Missouri-Arkansas Board of Trustees.

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Candidate Signature Date

**Parent/Guardian:** I understand that on occasion my child will be required to miss school in order to fulfill these duties. I have seen the scheduled meeting dates and acknowledge that my child will attend all sessions. I understand that failure to attend all sessions will result in their removal from that position.

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Parent/Guardian Signature Date

**Principal:** I understand that on occasion this student will be required to miss school in order to fulfill the duties of this office.

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Principal Signature Date