

KEY CLUB

Team Agreement

To ensure a successful working relationship, each President/Advisor team should discuss and agree upon the reasonable performance expectations for the upcoming year. The President and Advisor are equally responsible for upholding and enforcing each point of the agreement, and should participate equally in creating the agreement. Once created, each person should keep a copy of the agreement to use as a reference throughout the year.

We will hold regular in person meetings as often as:

These meetings will take place at the following times and days:

If either of us is unable to make the meeting, he/she will give the other party notice at least _____ days and _____ hours ahead of time.

We agree to communicate through the following mediums (in person, phone, email, notes, text).

We will try to return each other's communications within at least _____ hours/days.

The earliest I should be called or texted in the morning is...

Advisor:

President:

The latest I should be called or texted at night is...

Advisor:

President:

The following types of correspondence deserve a response within three days:

It is necessary for additional communication about an agenda/meeting/service project when (ex. Service project details change, additional agenda items are needed, contacted by Kiwanis Family members or other clubs, etc.)

The following types of information are appropriate to be conveyed by email (ex. Agenda items, project details, board meeting details, etc.):

The following types of information are best handled in person:

If there is conflict we will agree to take the following steps to resolve it.

I will communicate to the Lieutenant Governor _____ times a month to report the activities of the Key Club:
President:

When addressing the club the following topics will be handled by....
Advisor: President:

Other performance expectations on which the advisor/president can depend are the following:
Advisor: President:

One goal I have for the following year is...
Advisor: President:

One new idea I have for our Key Club for this year is...

If I have a concern with an activity, the actions, or the behavior of my counterpart, I will do the following to resolve the situation:
(Be sure to provide specifics about how you will approach the situation, who you will involve, when you attempt to resolve it, and communication styles that will be used.)

Signed (President): _____

Signed (Advisor): _____

Each person should have an exact copy of the agreement to refer to throughout the year when needed.