Capital District, Kiwanis International

August 2023 Board of Trustees Meeting

Agenda Point – Assignment of District Committee Oversight and Liaisons

Background

The Capital District House of Delegates in 2022 added the office of Vice Governor to the District Board of Trustees. The Bylaws and Policy Committee was tasked with creating specific duties that could be assigned to this position. In addition, Governor Wolff submitted proposed re-organization of the committee structure and how those committees are monitored and interacted with by the District Board. The committee decided to combine these two tasks and propose a revision of district committee oversight and liaisons.

The previous structure was to take all the district committees and appoint a liaison from the trustees to work with these committees. While in concept this was seen to split committee oversight among the board, the committees and their work vary considerably. In addition, there was some key committees that require additional coordination with the Board. The committees related to service leadership programs and the member experience were cited most often that would best be served by either the Governor-elect or Vice Governor acting as a liaison. This allows the office holder to gain more insight into these committees as often their work influences each individual Governors' goals during their term of office. It is thought that more exposure to these committees by the Governor-elect and Vice Governor will aid in their preparation for serving as Governor.

Three of the district committees – Membership, Leadership Development and Education and if approved, the Diversity, Equality, Inclusion and Accessibility will have the Governor-elect assigned as their liaison and work with that officer. All the Service Leadership Development Committees (Aktion, Circle K, Key Club, Builders, K-Kids and Key Leader) will have the Voice Governor assigned as their liaison. The remaining committees and committee assignments for the district trustees would remain unchanged.

This change will also allow current District Trustees to focus more on being regional counselors rather than on district committee work of which a significant portion will be assumed by the Governor-elect and Vice Governor.

RECOMMENDATION

The committee recommends the following changes to the policy code:

In Section 3 – create new subsection (B) and (C) and renumber subsequent subsections as follows:

B. Governor-elect.

(a) Committee Assignments: During their term of office the Governor -elect shall serve as the Board liaison to the following committees: Membership, Leadership Development and Education and Diversity, Equality, Inclusion, Belonging and Accessibility. The duties of the Governor-elect as liaison are to:

i. Have a monthly or bi-monthly meeting with each of the assigned committee chairs (face to face, if possible, otherwise over the telephone). Be a coach, mentor, and counselor for each committee chair to aid the committee in accomplishing its annual goals.

ii. Attend one (1) or more committee meetings of each committee assigned.

iii. Obtain a written report from each assigned committee one (1) month prior to each quarterly Board meeting. Reports must then be forwarded to the Executive Director.

iv. Be a spokesperson for the Board for resources needed or results accomplished by each assigned committee.

v. Be an active recruiter for the Governor in filling all District Committee vacancies within the counseled region.

C. Vice Governor

(a) Committee Assignments: During their term of office the Vice Governor shall serve as Board liaison to the following committees: Aktion, Circle K, Key Club, Builders, K-Kids and Key Leader. The duties of the Vice Governor-elect as liaison are to:

i. Have a monthly or bi-monthly meeting with each of the assigned committee chairs (face to face, if possible, otherwise over the telephone). Be a coach, mentor, and counselor for each committee chair to aid the committee in accomplishing its annual goals.

ii. Attend one (1) or more committee meetings of each committee assigned.

iii. Obtain a written report from each assigned committee one (1) month prior to each quarterly Board meeting. Reports must then be forwarded to the Executive Director.

iv. Be a spokesperson for the Board for resources needed or results accomplished by each assigned committee.

v. Be an active recruiter for the Governor in filling all District Committee vacancies within the counseled region.

In the renumbered Section 3D(b), make the following changes:

Committee Assignments. Prior to the next Administrative year, the Governor-Elect shall assign a Trustee to each Committee not already assigned to the Governor-elect or Vice Governor to serve as liaison between the Committee and the Board.

In Appendix B, add a column which denotes what committees each officer is assigned as board liaison: Governor-elect, Vice Governor or District Trustee.

Operational Impact

If approved by the Board, the Executive Director will modify and publish a revised policy code.

Financial Impact
N/A

Respectfully submitted,

David Lurie
Chair, Bylaws and Policy Committee
Capital District Kiwanis