

ROLES AND RESPONSIBILITIES OF DISTRICT TRUSTEE
LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT
OF KIWANIS INTERNATIONAL

What is a Trustee?

Role: A Trustee serves as an elected member of their region on the District Board, to represent their region's interest in the proper governance of and fiduciary duty to the LaMissTenn District. The Trustee is supported by the District Governor and Executive Director.

Qualifications:

A. The LaMissTenn District has seven regions:

Region I: West Tennessee Region (Divisions 1A and C);

Region II: Natchez Trace Region (Divisions 2, 10A, 10B, and 10C);

Region III: Magnolia South Region (Divisions 3, 5, 14N, 14S, and 15);

Region IV: Bayou Region (Divisions 4A and 4B);

Region V: Florida Parishes Region (Divisions 8E, 8W, and 13);

Region VI: Southwest Region (Divisions 7, 12, and 17);

Region VII: Red River Region (Divisions 6, 9, and 11)

A Trustee is a representative of a region of the district and sits on the Board of Directors of the District for one three-year term. A Trustee must have been a Lt. Governor of the LaMissTenn District for at least a one-year term **prior** to taking office. A person interested in the position of Trustee shall submit an application, including an endorsement from his or her home club, to the Kiwanis District Office on or before the established deadline of the year of the election.

B. A Trustee should have the ability to:

- a. Understand management and governance procedures
- b. Develop strategic long-term plans
- c. Develop and monitor annual budgets and spending
- d. Develop and manage appropriate bylaws, policies and procedures

- e. Provide long-term guidance for growth and fiscal balance
- f. Monitor and report on all District initiatives
- g. Facilitate necessary change in the District
- h. Understand the importance of communication

Responsibilities:

The Trustee acts as a source for the region from which elected, in coordination with the District Governor. A Trustee reports to the sitting Governor and the Board, while a Lt. Governor reports directly to the sitting Governor. The Trustee does not replace the Governor in the direct chain of command among Division, District and District Committees. The Trustee does provide oversight and control over the District Service Leadership Organizations. A Trustee is responsible to the District for governing the District, as well as financial, educational, succession and strategic planning.

Once elected, a Trustee will be expected to attend four District Board meetings, the District Convention, and the Mid-Year Education Conference. If Mid-Year Education Regional Meetings are held, the Trustee is responsible for coordinating and planning the Mid-Year Education Regional Meeting in their region. A Trustee is encouraged to attend the Kiwanis International Convention and District Conventions for Circle K and Key Club.

Each Trustee will Chair one of the District Committees and likely be a member on at least one additional District Committee. The Governor will make these assignments. The Committees will meet virtually between District Board meetings and provide reports and recommendations to the District Board.

A description of what business is addressed at District Board Meetings, as well as a description of the standing District Board Committees can be found in District Policies Section 200 and 201 available on the District website, www.lamisstenn.org. Additionally, the Board shall approve the Governor's appointees of chairpersons and members of District Committees.

Trustee Candidate Information:

As noted above, Kiwanians who have fulfilled a one-year term as Lt. Governor by the time they are to take office and have a clear background check on file, are eligible to serve as Trustee provided they are endorsed by their home club and have submitted an application to the District Office on or before the established deadline. There is no limit on the number of candidates a club may endorse.

If an election is necessary, candidates are responsible for getting their own information out to the clubs in the Divisions they will represent. All campaigning is to be done in good taste, and all expenses shall be borne by the candidate.

Elections will take place at the Mid-Year Education Conference(s) held *no later than the second week in April*. One-third (1/3) of the clubs in the Region must be present and the majority vote-getter is the winner. Each club may have three (3) delegates. Each candidate will have up to three (3) minutes to speak after a nomination (up to three (3) minutes) and seconding speech (up to one (1) minute). If there is more than one candidate, voting shall be by paper ballot.

Vacancies in Office of Trustee:

In the event of a vacancy in the office of Trustee during an administrative year, the vacancy for the unexpired term shall be filled with a qualified member from a chartered club in the same region, by a two-thirds (2/3) vote of the District Board.