



Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

ROLES AND RESPONSIBILITIES OF DISTRICT TRUSTEE

For a comprehensive understanding, please refer to the LaMissTenn District Bylaws, LaMissTenn Policies 100: The LaMissTenn District, LaMissTenn Policies 200: District Board & Committees, and LaMissTenn Policies 300: District Officers.

Role:

A Trustee serves as an elected member of their region on the District Board for a three-year term to represent his/her 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 Administrator.

A. The LaMissTenn District has seven regions:

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

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

Region III: Magnolia South Region (Divisions 3, 5, 14, 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)

B. A Trustee should have the ability to:

- a. Promote the Objects and objectives of Kiwanis International
- b. Promote the interests of clubs within the District
- c. Provide support to the Lt. Governors in their region
- d. Understand management and governance procedures
- e. Develop strategic long-term plans
- f. Develop and monitor annual budgets and spending
- g. Develop and manage appropriate bylaws, policies and procedures
- h. Provide long-term guidance for growth and fiscal balance
- i. Support club opening and strengthening efforts
- j. Monitor and report on all District initiatives

- k. Facilitate necessary change in the District
- l. Understand the importance of communication

Term:

Each Trustee shall serve for a term of three (3) years. No person shall serve more than 4 consecutive years as a Trustee. However, the time served by any member appointed by the District Board to fill an unexpired portion of a vacant term shall not count towards the office of Trustee for the purpose of this provision.

Qualifications:

- A Trustee must be a member of a club in the region from which elected.
- A candidate must have been a Lt. Governor of the LaMissTenn District.
- A candidate must submit an application, including an endorsement from his/her home club, to the Kiwanis District Office by the announced application deadline.
- A candidate may not hold an elected position on the District Board and the District Foundation Board simultaneously.
- A candidate is discouraged from serving in multiple District positions including Trustee, Lt. Governor, and District Key Positions.

Responsibilities:

- Acts as a source for the region from which elected, in coordination with the District Governor
- Reports to the sitting Governor; 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.
- Provides oversight and control over the District Service Leadership Organizations
- Governs the District, as well as financial, educational, succession and strategic planning
- Attends:
 - An annual orientation session
 - Four (4) to six (6) District Board meetings
 - The Mid-Year Education Conference: The Trustee is responsible for coordinating and planning a Mid-Year Education Regional Meeting in the years held.
 - The District Convention
- Encouraged to attend the Kiwanis International Convention and District Conventions for Circle K and Key Club
- Serve as a chair or member of one or more of the District Administrative Committees as assigned by the Governor
- Actively participate in club openings (securing sponsoring clubs, assisting with club opening planning, participating in club organization week events, etc.)

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, are eligible to serve as Trustee provided they submit a signed agreement provided by Kiwanis International to fulfill the duties of the office, have a clear background

check from Kiwanis International, and submit an endorsement by their home club to the District Office by the announced date. 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.

Election:

- The Trustee of each region shall hold, not earlier than the first week of the administrative year and not later than April 30, a meeting to elect a new Trustee for the next term. The time and place of this meeting shall be designated by the Trustee. The president of each club in the region shall be notified at least thirty (30) days prior to the meeting.
- 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, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members.
- Past Governors, current and past Trustees, and past Lt. Governors who are active members of a club in the region, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.
- Delegates from at least one-third (1/3) of the clubs* in the region shall constitute a quorum.
- The current Trustee shall conduct the elections. If the current Trustee is a candidate, absent or ineligible to serve, the most recent past Trustee present and willing shall serve, or in the absence of a past Trustee, the meeting shall elect a delegate to conduct the elections.
- No person shall be considered a candidate for Trustee without first providing written consent and an agreement to carry out the duties and responsibilities of office.
- Voting shall be by ballot only where there are two (2) or more candidates for the same position. A majority of all valid votes cast shall be necessary for elections. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the presiding officer shall be entitled to vote.
- The presiding officer shall report the election results immediately to the Executive Director who shall report the results to Kiwanis International.

Vacancies in Office of Trustee:

In the event of a vacancy in the office of Trustee during an administrative year, the vacancy shall be handled in accordance with LaMissTenn Bylaws Article 8.