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## Foundation Board Member Qualifications & Duties

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If you are interested in serving on the Board, please refer to the following application. The experience and skills you would bring to a director position are important, although ensuring geographic diversity is also a consideration. Please note that membership involves attending three meetings per year, and to keep administrative costs low there is no remuneration, including no reimbursement for travel costs involved in serving on the board.

**The recommended qualifications for a Board Director are as follows:**

- (a) A demonstrated interest in and enthusiasm for the work of the Foundation.
- (b) An experienced Kiwanian who is active outside their individual club, division and district.
- (c) The time and financial capabilities to contribute to the Foundation.
- (d) A goal oriented, creative, flexible person with leadership qualities and one who has a vision of the potential for the development of the Foundation.
- (e) A person with the capabilities for presidential leadership.
- (f) The Board can benefit from members who have experience in the areas which the Foundation actively supports.
- (g) Legal, accounting or business background may also be beneficial, as the operations of the Foundation are often complex in nature.

**As the Foundation's governing body, the Board of Director's duties are:**

- Manage the business of the District Foundation in accordance with the Mission Statement: *"To provide financial assistance for Kiwanis projects and programs within our District."*
- Attend the three face-to-face board meetings (meetings held in the Fall and the Spring, and one at the annual district convention) and other places/times as determined by the board.
- Participate in the regular monthly conference calls to conduct the business of the Foundation.
- Step into a leadership position when a committee requires a leader or change in leadership.
- Approve the budget and all foundation expenditures.
- Make suggestions to the committees regarding their work; outline an active, continuous program of club service, social, and fund-raising activities.
- Committee chair to submit a report of committee activities, either in person, or via written report at board meetings.
- Review strategic plan, goals/objectives at least annually.
- Perform such other duties as may be referred to it by the President.
- Support the Foundation financially at a minimum by annually becoming a "Friend of the Foundation." Directors are asked to consider donations at the level of a River of Life Fellowship or a John T Roberts Fellowship or equivalent during a three-year term (a \$1,000 commitment over the three years).



## Board Member Application

### Contact Information

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone (Cell): \_\_\_\_\_ Phone (Other): \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### Other Information

Kiwanis Club of: \_\_\_\_\_ Division: \_\_\_\_\_  
Professional Background: \_\_\_\_\_

### Kiwanis Experience: *Please check all of the capacities that you have served in Kiwanis*

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Club President        | <input type="checkbox"/> Club Treasurer         | <input type="checkbox"/> Club Secretary | <input type="checkbox"/> Club Director    |
| <input type="checkbox"/> Club Foundation Board | <input type="checkbox"/> Club Fundraising Chair | <input type="checkbox"/> Lt. Governor   | <input type="checkbox"/> Regional Trustee |
| <input type="checkbox"/> District Governor     | <input type="checkbox"/> Other: _____           |   |   |

### Professional Knowledge/Experience: *Please check all of the areas where you have experience*

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Events                 | <input type="checkbox"/> Fundraising                  | <input type="checkbox"/> Finance/Accounting |
| <input type="checkbox"/> Nonprofits     | <input type="checkbox"/> Marketing              | <input type="checkbox"/> Public Relations             | <input type="checkbox"/> Government/Legal   |
| <input type="checkbox"/> Presentations  | <input type="checkbox"/> Publications           | <input type="checkbox"/> Information Technology       |   |
| <input type="checkbox"/> Social Media   | <input type="checkbox"/> Volunteer Coordination | <input type="checkbox"/> Knowledgeable with MS Office |   |
| <input type="checkbox"/> Other: _____   |   |   |   |

### Special Skills/Qualifications: *Summarize special skills, qualifications or experiences you have acquired from employment, previous board work, or through other activities, including hobbies and sports.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Agreement and Signature: *By submitting this application, I affirm that the facts set forth in it are true and complete.*

If elected, I agree to adhere to the duties of a Director, as listed in the Qualifications & Duties.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing this application form and for your interest in continuing to serve the children of the world.**

Return completed form to: LaMissTenn Foundation, 5253-B Dijon Dr., Baton Rouge, LA 70808-4393  
or by e-mail to: [districtoffice@lamisstenn.org](mailto:districtoffice@lamisstenn.org)

### Foundation Board Action:

Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_