Dear Lieutenant Governor:

Thank you for accepting the responsibility of serving the clubs in the Minnesota Dakotas Kiwanis District. May you fulfill your duties that have been placed before you in helping to maintain the health and vitality of the clubs you are responsible for.

The position you are holding is very important for the clubs and the members as you support and encourage them throughout the years. You are the liaison between the District/International and the club members. The friendships you make with fellow Kiwanians will last a life time.

As you continue to Serve the Children of the World, may you do it with honor as a team working together towards the goal of service to others.

The District leadership is here to help you and we hope this handbook will be a resourceful tool for you.

Again, thank you for your service.

The Minnesota Dakotas District Education
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief History of Kiwanis</td>
<td>Page 3</td>
</tr>
<tr>
<td>Objects of Kiwanis</td>
<td>Page 4</td>
</tr>
<tr>
<td>Structure of Kiwanis Organization</td>
<td>Page 4</td>
</tr>
<tr>
<td>Top Ten Reasons to Join Kiwanis</td>
<td>Page 5</td>
</tr>
<tr>
<td>Do you “Sell” your Position?</td>
<td>Page 5</td>
</tr>
<tr>
<td>Service Leadership Programs</td>
<td>Page 6</td>
</tr>
<tr>
<td>District Foundation, Outreach &amp; Eliminate</td>
<td>Page 7</td>
</tr>
<tr>
<td>International Foundation and Awards</td>
<td>Page 8</td>
</tr>
<tr>
<td>Past District Officer’s Association</td>
<td>Page 8</td>
</tr>
<tr>
<td>District Awards</td>
<td>Page 9</td>
</tr>
<tr>
<td>Kiwanis Education</td>
<td>Pages 10-11</td>
</tr>
<tr>
<td>New Member Orientation</td>
<td>Page 11</td>
</tr>
<tr>
<td>Club Leadership Education Instructors</td>
<td>Pages 12-13</td>
</tr>
<tr>
<td>Region Directors</td>
<td>Page 13</td>
</tr>
<tr>
<td>Region Conference</td>
<td>Page 14</td>
</tr>
<tr>
<td>Region President’s Council Meetings</td>
<td>Page 15</td>
</tr>
<tr>
<td>Lt. Governor Reports and Club Visits</td>
<td>Page 16</td>
</tr>
<tr>
<td>How to Evaluate Clubs &amp; Boards</td>
<td>Page 17</td>
</tr>
<tr>
<td>District &amp; International Dues Structure</td>
<td>Pages 18-19</td>
</tr>
<tr>
<td>EIN - 501c(3) (4) - Incorporation - Tax Filing</td>
<td>Page 20</td>
</tr>
<tr>
<td>Risk Management and Resources</td>
<td>Page 21</td>
</tr>
<tr>
<td>Region Goals</td>
<td>Page 22</td>
</tr>
<tr>
<td>Minnesota-Dakotas District Structure</td>
<td>Center insert</td>
</tr>
</tbody>
</table>

## Calendar of Events:

- **Club Installation of Officers:** September—October
- **Lieutenant Governor Education:** April of each year
- **Club Leadership Education:** March thru July
- **Kiwanis International Convention:** June—July
- **Minnesota Dakota District Convention:** August
Notes

Region Goals

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Brief History of Kiwanis

Kiwanis International

Two Detroit Michigan natives, Allen S. Browne and Joseph C. Prance, had an idea one day in August of 1914. It was a concept, rather, to develop an organization that provides fellowship like no other organization. They first constructed this group of only young professional businessmen. The group received their charter from the State of Michigan for the first Kiwanis Club on January 21, 1915. There were 200 members within six months.

Within those first six months the founding club nearly failed. Two men left for Cleveland and started a club that attracted a membership of 135 in 10 weeks.

Kiwanis Club International was adopted in 1924 with more than 1,200 clubs and almost 90,000 members. In 1920 the motto was “We Build” and in 2005 the delegates to the International Convention voted to adopt a new motto, “Serving the Children of the World”.

On July 7, 1987, the delegates to the Kiwanis International Convention voted to accept women into the organization as members after the first concept in 1973. The current membership is 26% women.

Minnesota Dakotas Kiwanis District

The Kiwanis Club of St. Paul was started in 1916 when George F. Hixson was International President. In 1917 Duluth and Minneapolis began clubs.

The Minnesota-Dakotas District of Kiwanis International was originally formed in the fall of 1918 as the Minnesota District. Three District Trustees were elected at one time, one from each club. The Kiwanis club of Duluth raised $3,000.00 for war relief in the same year. In 1919 the District Convention changed the name to the Northwestern District. The Minnesota Dakotas District was approved at the 1920 District Convention.
The Objects of Kiwanis

The six permanent Objects of Kiwanis International were approved at the 1924 Convention in Denver, Colorado and have never been changed.

- To give primacy to the human and spiritual rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and the application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

Structure of the Kiwanis Organization

Member
Club
Lieutenant Governor
District Directors
District Governor

International Board of Trustees
International President-Elect
International President

(see detailed insert)

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time.

Risk Management

Club officers will inquire to the recommendations about risk management and background checks for their members and activities with service projects, fundraisers and working with the sponsored leadership programs.

These inquiries should be referred to the district Risk Management Director, Ken Kohler.

Resources

Kiwanis International: www.kiwanis.org
www.kiwanisone.org
Minnesota District Secretary: Stephen Handegaard
Minnesota Dakotas District: www.mndak-kiwanis.org

“District Leadership” click on “Lt. Governor Resources”:
- Report form for Lt. Governor Club Visit
- Club Evaluation of Lt. Governor Visit
- District Expense Voucher
- (old versions) Lt. Governor Report Forms
- Monthly Report Status Check Sheet
- District Bylaws
- District Policies and Procedures
- District Job Descriptions
- Kiwanis International Bylaws
- Kiwanis International Policies and Procedures
- Standard Club Bylaws

Achieving Club Excellence Resources:
- Community Analysis
- ACE Participants Guide
- Club Excellence Tool
- Just the Facts Flier
- Kiwanis One Minute Speech Flier
- Planning Your Club’s Success

Minnesota Dakotas District Bylaws & Policies Manual
Leadership Guide: Lt. Governor Sec. pgs 75-93
Club Installation pgs. 64-65
Insurance pg 99
Employer Identification Number (EIN)

- All Kiwanis clubs need to have an EIN
- If not, apply at www.irs.gov
- Register the number with the Finance Dept. of Kiwanis International
- KI registers the number with the IRS
- Clubs and Foundations cannot have the same EIN

501c(3) and 501c(4) Information

- 501c(3) is a charitable organization: Kiwanis, etc. is not!
- 501c(4) is a social welfare organization: Key Club & Circle K

Incorporation of Clubs

- All clubs are encouraged to be incorporated
- Application can be made on your State website
- Protects the members of the club from lawsuits
- Does not protect the club from a lawsuit

Tax Filing

- Kiwanis Clubs file an annual tax return with the IRS
- Due: February 15th of each year

- If your club’s gross receipts are $50,000 or less you are required to file the IRS’ electronic postcard Form 990-N. (The definition of gross receipts is any and all income to your accounts, even if it is an in-and-out item.)
- If your club’s gross receipts normally exceed $50,000 and up to $200,000 you are required to file Form 990EZ
- If your club gross receipts are greater than $200,000 then you must file Form 990.
- Failure to file for three consecutive years could result in revocation of your tax exempt status.

Top Ten Reasons to Join Kiwanis

10. Learn about your community and beyond through weekly programs.
9. Make new friends and develop new relationships.
8. Become a part of a global organization that does great things for those who need our help.
7. Do service with a team...not by yourself.
6. Develop leadership skills that can aid you in your career and beyond.
5. Visit Kiwanis clubs throughout the country and the world.
4. Experience that wonderful feeling from helping others.
3. Be a part of a positive atmosphere no matter how negative things get around you day to day.
2. Share your life with other like-minded individuals in a supportive environment.
1. You can change the world one child and one community at a time!

~ by Stewart Ross

Do you “sell” your position?

Top Ten Reasons to become a Lieutenant Governor

10. Learn about the clubs in your region to help them
9. Make new friends and develop new relationships
8. Become a part of the organization that helps clubs and members to become great.
7. Serve with the clubs on their projects
6. Develop your leadership skills to help club leadership develop theirs
5. Visit Kiwanis clubs and learn about their uniqueness
4. Experience Kiwanis education to learn and teach others
3. Be a part of a positive atmosphere of leaders, clubs and members.
2. The best position in Kiwanis to learn, help others and meet great people from around the world.
1. You can change one club and one president at a time to be a Lieutenant Governor.

~ by Loreena Luetgers
Service Leadership Programs

K-Kids:
Elementary students ages 6-12 learn leadership skills, self development, service, character education and academic achievement.

Builder's Club:
A leadership program for middle and junior high students with 35,000 members worldwide in 1,500 clubs in five countries.

Key Club International:
The largest high school service organization in the world with more than 260,000 members and 5,000 clubs in 30 nations with more than 12 million service hours annually. An organization that helps cultivate leadership skills, serve their communities and build friendships.

Key Leader:
A weekend experience designed to empower emerging student leaders. This helps teens ages 14-18 learn about their community, build self confidence and set their own goals that may change their life.

Circle K International:
The premiere university service organization in the world to help students based on tenants of service, leadership and fellowship. There are 13,000 members in more than 500 clubs in 17 nations with more than 500,000 service hours completed annually.

Aktion Club:
An organization open to any adult 18 years and older who has a disability and is interested in performing community service.

District Leadership
The Leadership Directory on the Minnesota Dakotas District website lists all District Leadership: Governor, Governor-Elect, Immediate Past Governor, District Secretary, Lieutenant Governors, District Directors and Service Leadership Program Administrators.

Note: print the Leadership Directory from the district website to keep with the booklet as a resource.

Kiwanis International

Membership Dues
Effective July 2013
(Amounts in USD)

New member dues and regular member dues are $62.00 annually

Minnesota-Dakotas District New Member Enrollment Fee (dues)
The District New Member Enrollment Fee (also referred to as dues) shall be charged for each new club member according to the following graduated enrollment fee schedule. The new graduated schedule was approved by the 2012 District Convention House of Delegates and will take effect October 1st, 2012.

This change only affects those joining as new members of an existing club during the year. The following schedule prorates the dues owed depending on the month in which the new member joins. If they join in October, which is the beginning of the year, they owe the full amount of dues for the year which is currently $30.00. If they join in September, which is the last month of the Kiwanis year, they only owe $3.00. There are no additional district fees or dues for new members. (Kiwanis International dues were based on a similar graduated schedule for new members. This was changed at the 2013 International Convention)

In addition, as before, the enrollment fee is waived for charter members of new Kiwanis Clubs, honorary members, members who, within a six-month period, join another Kiwanis club, and Circle K members who join a Kiwanis Club within six months after graduation. An enrollment fee is owed by a club and not waived when a member who has been deleted is then added by the same club, except when annual dues have been paid for that member for the annual period in which the member rejoins.
(Graduated Enrollment Fee Schedule for New Members of Existing Kiwanis Clubs Only)

<table>
<thead>
<tr>
<th>Member Add Month</th>
<th>District Enrollment Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>$30.00</td>
</tr>
<tr>
<td>November</td>
<td>$28.00</td>
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<tr>
<td>December</td>
<td>$26.00</td>
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<td>January</td>
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<td>June</td>
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<td>July</td>
<td>$ 9.00</td>
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<tr>
<td>August</td>
<td>$ 6.00</td>
</tr>
<tr>
<td>September</td>
<td>$ 3.00</td>
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Minnesota Dakotas District Dues: $30.00 annually

Kiwanis International: $42.00

Insurance: $12.00

Magazine: $ 8.00

Minneapolis Dakotas District Foundation

A Scholarship Grant Program for students attending college in Minnesota, South and North Dakota. Donations are tax deductible.

Applications are given to a high school by the club president in a community that a Kiwanis club is present. No more than three students from the school may have their applications submitted. The applications must be postmarked no later than mid-January. Scholarship recipients are announced between April 15th and May 1st. This is a 501(c)3/

Contributions:

Vantine Life Fellowship: $100.00 recognition or gift
Century Club: $100.00 club or club member
Joseph E. Messer Fellowship: $500.00 recognition or gift

Outreach Program

The Minnesota Dakotas Kiwanis District established the Outreach Program to help Key Club and Circle K District boards financially. All Outreach dollars are used by Key Club and Circle K for travel to build new sponsored youth clubs, expenses to attend Kiwanis District Conventions, Kiwanis special meetings, supplies, and equipment above the sponsored youth budgets. These funds are dispersed when deemed necessary.

No adult or Kiwanis member benefits from Outreach dollars. The Kiwanis Clubs that do not have a Sponsored Leadership Program are urged to contribute to the Outreach Program.

The Eliminate Project

Contributing $1.80 for three doses of tetanus vaccine will save one mother and her future children from Maternal/Neonatal Tetanus. Kiwanis and UNICEF have joined again to raise $110 million to eliminate this disease. One baby dies every 9 minutes from tetanus.

Walter Zeller Fellowship: gift of $1,250.00

www.TheEliminateProject.org for information
Kiwanis International Foundation

Contributions, Awards & Recognition

Grants:

Helping Children at risk, underserved and need help the most.
Disaster Relief: families with emergency and need relief

Awards & Recognition: Clubs & Members:

Heritage Society: $10,000.00 in estate planning
Mary & Bo Schafer Legacy Society: $50,000.00 in estate
Life Member Status
Legion of Honor: 25, 30, 35, etc. years of membership
Ruby K pin: recruiting five or more new members
Leadership Society: $250.00
George F. Hixon: $1,000.00 or more
World Service Medal: enhance quality of life by an individual
or organization above and beyond
Robert P. Connelly Medal for Heroism: an individual
Tablet of Honor: $2,000.00 or more
Founder’s Circle: cumulative giving of $25,000.00 or more

Awards & Recognition: Club:

Annual Club Gift Campaign: $6.00 per member annually
Skip-A-Meal: In April equal to the amount of one meal
Distinguished Club Criteria: criteria changes yearly

Past District Officers Association (PDOA)

An organization in the Minnesota Dakotas District of leaders
that have served as a Lieutenant Governor or Governor within the
District are invited to join. The PDOA meets yearly at the District
Convention. The organization sponsors the Citizenship Award,
which is described on page 11 in this handbook.

How to Evaluate Clubs and Boards

The Evaluation of Clubs and Boards correspond with
the Reports that you submit, so let these two work together for
you.

Be attentive to areas that the club may need answers
and encouragement: president and/or secretary not fulfilling
their duties: members voicing opinions on matters that need
attention; encouragement with service projects and participa-
tion within the organization; struggles with the service leader-
ship programs; membership decline and need of an exit poll of
those members; and explanations for their concerns.

• Did the club’s President and/or Secretary attend CLE?
• The date the club’s budget was approved (month/day)
• Club analysis completed? (month/day)
• Community Analysis completed? (month/day)
• Does the club sponsor one or more SLPs?
• Does the club contribute to Outreach?
• Secretary’s role:
  Records and reporting done timely
  Knowledgeable of duties, cooperative
• Club finances and budget
• Membership Development plans & goals
• Committee organization and functions
• Charitable foundations: give to District and International?
• Annual audit completed on club treasurer’s books
• Club incorporated

How do you rate the club’s overall performance?

Which area(s) does the club need guidance and improved
leadership?

Also, observe the President closely as a potential Lt.
Governor.
Lieutenant Governor Reports & Club Visits

Your success as Lieutenant Governor ultimately depends on the success each club in the region has in strengthening the quantity and quality of membership and service. Establish a positive, helpful relationship with the incoming club presidents and maintain this relationship throughout the time of your term.

Lt. Governor Club Visits for each year

Lt. Governor Education and Contact Visits
- should be completed by December 1st

Official Club Visits
- should be completed by March 15th

Official Board Visits
- should be completed by May 31st

Current Lt. Governor of each Region has overall responsibility to see that every club in their region is assigned to one of the Lt. Governor team and monitors the overall status of the club visits and report.

Note: LT. GOVERNOR CLUB VISIT REPORT FORM. Each person making club visits should email a copy of their report to the District Office, District Governor and other Lt. Governors in their region within one week of visit.

Remind Club President to complete and return the Club Visit Evaluation Form

Club visit mileage reimbursement: submit standard District Expense Voucher on quarterly basis. Current Lt. Governor must sign off on the expense form.

Note: mileage will only be reimbursed when the report is submitted to the District office.

Minnesota-Dakotas District Awards

Region Star Award:

This award is an opportunity for clubs to acknowledge and honor a Kiwanian for service in their clubs and communities. Awards are presented at the District Convention.

Nominations of one member per club submitted in an essay of no more than 300 words to the Lt. Governor of their region to determine their selection of one award per region.

These are to be submitted by the Lieutenant Governor no later than April 1st to the District Director of Administration.

Interclub Award Criteria:

- Two members per club visit another Kiwanis Club
- The club visited may be any around the world
- Visit must be to a regular club meeting or board of directors meeting
- Visit may be to K-Kids, Builders, Key Club, Circle K or Aktion
- Minimum of 8 different clubs
- Visit must be reported on the club online monthly report

Citizenship Award:

Nominations are submitted by clubs to honor an individual who may have been a part of a heroic deed in the past year from July to June. It should include a short description of the circumstances, etc.

The Past District Officers Association (PDOA) selects a person from the Minnesota-Dakotas District to receive the award at the annual District Convention.

The nominating Kiwanis Club is responsible for the travel and lodging expenses for the recipient to attend the banquet at the convention. The PDOA will pay for the recipient's meal at the banquet. All information must be submitted to the current PDOA President by June 30th.
Kiwanis Education

_Education is the most important component to Kiwanis membership. Educating the club member through clubs sharing Kiwanis information, new member orientation, Club Leadership Education and Achieving Club Excellence gives value to their members._

**Club Leadership Education (CLE):**
- CLE Sessions held annually in the spring
- President-Elects, board members and club members
- Secretary and Treasurer may attend, the club officers are a team!
- Online CLE: available for all officers
- Sessions and Online count towards Distinguished Club
- Secretary: online only for distinguished club criteria

**Club Leadership Education (CLE) Sessions:**
- Contact the CLE instructor, closest to you, for your region,
- Set a date and time
- Make arrangements for a no-cost facility which serves a meal or a meal may be catered
- Contact District Director of Education with:
  - Instructor’s name, date, time, place with physical address, person to whom registrations are to be sent
- Information and registration will be mailed to all clubs secretaries by the District Office
- One week prior: confirm date with instructor, facility and caterer
- Need 8-10 attendees per session
- Cost: only the meal for the attendee, if they wish
- Lt. Governor needs to be present at the session to meet and give a short presentation to the attendees
- Lt. Governor’s meal, with receipt, and mileage will be reimbursed
- Registration at the session: Either Lt. Governor or CLE Instructor send the registration sheet to the Director of Education

Region President’s Council Meetings

The Lieutenant Governor, club presidents and region directors meet quarterly for their one-third part of their region. The quarterly meetings, not in this order, can be:

1. Region Conference (region team and Lieutenant Governor team);
2. Club Leadership Education session;
3. Secretaries and members invited;
4. Secretaries and members invited.

This is an opportunity for clubs within the Lieutenant Governor’s part of the region to converse, share ideas, inform the club officers of the happenings, etc. within the Region about the District and International also. It is also a time to advise clubs that are having problems in certain areas, before it becomes a crisis situation. As a “team of three”, Lieutenant Governors from the region, they should be communicating and sharing with each other what is occurring throughout the whole region. The “team of three” can work together to resolve issues with administration, education, membership and service in their region.

The recruitment for Lieutenant Governors can be discussed each meeting to be sure that someone is mentored and encouraged from clubs to accept the position.

Written reports from the region directors that aren’t in attendance can be presented at the meetings, so region information is current.

Mileage expense is out of the region’s budget, not the club meeting budget that is used for installations, etc. Club officers and members attending may pay their own meal and be reimbursed from their club.
Region Conference

The Region Conference is a time for all Kiwanis members and spouses throughout the region. Members can meet, discuss their clubs' projects, and get to know each other. A great time for Kiwanis education, such as a Club Leadership Education or Achieving Club Excellence workshop. May the emphasis be on learning, service and a fun social time together.

Responsibilities:

- Contact the Governor for a date
- Meet with your Lt. Governor team of three
- Set a date, time and a facility that is of no charge
- Contact a caterer, if no food is provided at facility, for date and costs
- Cost: all expenses of morning coffee and snack, lunch/dinner etc. must be covered by the registration cost. NO money is available for a Region Conference, it is self sustaining. If costs are over the registration amount, the Lt. Governor will be responsible.
- Prepare the agenda for the day:
  - Club Leadership Education (CLE), Achieving Club Excellence (ACE) workshop, speakers, Governor speak, programs, silent auction, service project, Kiwanis education, election of the Lt. Governor-Elect, etc. Agenda should be approved by the Governor and District Secretary before proceeding.
- Education and Service should be focus of the day
- Invitations: send information to all clubs in the region as soon as arrangements are made so club members can reserve the date. A formal invitation can be sent out at least six weeks to two months prior to the event to invite all club officers, members and spouses.
- Registrations: a contact person needs to be on the invitation to whom the registrations need to be sent to.
- Registrations are non-refundable
- One week prior: contact the caterer with registration numbers, confirm the facility for the date and speakers
- Event: be early to coordinate the coffee, rolls, and have a registration sheet with attendees' names to check off
- Develop a printed program, least expensive as possible
- Name tags for each attendee and Have Fun!!

Kiwanis Education, continued

Achieving Club Excellence (ACE):

Two options/tools to help clubs to achieve excellence:

Option 1: Seven Steps
A process to help clubs be an excellent club with a circular representation to indicate that it never ends. The ACE workshop is for three to four hours with as many club members present as possible. The facilitator will provide all the materials.
1. Define excellence
2. Assess club vitality
3. Evaluate results
4. Plan your club's success
5. Share your story
6. Inform members
7. Enhance the member experience

Option 2: The Home Edition
The club works together with exercises and tools to become a stronger club and to recruit and retain members. The following website will give the guidelines and materials to follow:

www.kiwanis.org/theformula/strengthen-your-club/achieving-club-excellence

Achieving Club Excellence Instructors:
Loreena Luetgers
Stewart Ross

New Member Orientation:
Important for a new member to receive an orientation as soon as possible. If a club hasn’t done this before, encourage the club to present this to the club as a program.

Resources for Orientation:
http://community.kiwanisone.org/media/p/18512.aspx
http://community.kiwanisone.org/media/p/21139.aspx

These are power points with notes and can also be adapted with the district and club's information.
Club Leadership
Education
Certified Instructors

Region 1
Bill Lardy
450 E Calgary Ave
Bismark, ND 58503
Res: 701.258.8566
kiwi@bis.midco.net

Region 2
Lowell Disrud
1106 14th Street N
Fargo, ND 58102
Res: 701.238.4249
lowell_disrud@yahoo.com

Region 3
Joe Hesch
3854 East Superior Street
Duluth, MN 55804
Res: 218.525.2857
jhesch@aol.com
Ann Backes Dodge
817 Rogers Avenue
Grand Rapids, MN 55744
Res: 218.327.0279
Cell: 218.206.3406
annbackes@hotmail.com

Region 4
Tom Allen
3639 W Saint Louis Street
Rapid City, SD 57702-2311
Res: 605.721.8859
Cell: 605.381.9431
tallen@rushmore.com
Sharon Scudder
1220 Cedar Street #101
Sturgis, SD 57785-1853
Res: 605.720.2768
Cell: 605.347.7718
sherry@mchasd.org

Region 5
Allen Herrboldt
5904 Elder Drive
Sioux Falls, SD 57106
Res: 605.361.3654
amherrb@knology.net
Carol Grode-Hanks
312 Tiger Street
Mitchell, SD 57301
Res: 605.933.0400
carol.grode-hanks@mitchelltech.edu

Region 6
Jim Bock (Barb)
112 East Interlaken Rd
Fairmont, MN 56031-3509
R 507-238-9775
jbock9775@midco.net
Loreena L. Luetgers
1007 Lexington Avenue
Worthington, MN 56187
Res: 507.372.2011
llueters@knology.net
Stewart Ross
1687 Oakbrooke Way
Eagan, MN 55122
Cell: 507.304.1624
stewart.ross@mnsu.edu

(CLE Instructors continued)

Region 7
Bruce Klair
28269 180th Ave. Way
Red Wing, MN 55066
Res: 651.388.4903
pbklair@redwing.net
Stewart Ross
1687 Oakbrooke Way
Eagan, MN 55122
Cell: 507.304.1624
stewart.ross@mnsu.edu

Region Directors

The Lieutenant Governor needs to have Region Directors to help them in the areas of administration, education, membership and service in their region. Therefore, each region will have a team of three Lieutenant Governors and four region directors to assist.

The job descriptions of each Region Director is listed in the Minnesota Dakotas Bylaws manual.

Each Region Director is asked to support the Governor’s goals, work with the Lieutenant Governor team, help plan the Region Conference, attend their Region President Council meetings held each quarter, and the responsibilities listed below:

  Administration: assist with awards, region meetings and help judge the district scholarships.
  Education: assist with the CLE session planning and contact clubs to attend, and assist the leadership with education in their region.
  Membership: assist with membership growth for clubs and the growth of new clubs in their region.
  Service: help clubs to provide effective service and programs in the region.

Director of Administration: ________________________________ Phone: _______________________
Director of Education: _________________________________ Phone: _______________________
Director of Membership: _______________________________ Phone: _______________________
Director of Service: _________________________________ Phone: _______________________

Continued on next page