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JOB DESCRIPTION OF THE DISTRICT GOVERNOR

INTRODUCTION

The Governor is the executive officer of the District. He/She shall preside at all conventions and at all meetings of the Board of Trustees and is responsible to the President of Kiwanis International for the administration of the District. The Governor is an ex-officio member of all standing and special committees of the District.

EXPERIENCE REQUIRED

Normally this person would serve as Governor-elect for one year prior to being installed as Governor.

AUTHORITY AND RESPONSIBILITY

1. General Responsibility

Under the direction and supervision of the Board of Trustees of Kiwanis International, the Governor shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the clubs within the District.

2. Term of Office

The term of office shall begin on the first day of October and continue for one year, or until a successor shall be duly elected and qualified.

3. District Secretary-Treasurer

The Governor shall appoint the District Secretary-Treasurer with the approval of the Board of Trustees-designate (who will assume office with the Governor).

4. District Expenditures

The Governor shall have the authority to approve a request for expenditures not included in the annual budget approved by the Board of Trustees. He/She shall also cosign all checks that represent payment for the Secretary-Treasurer's vouchers and various reimbursements that result in personal benefit to the Secretary-Treasurer. This does not include salary or rent checks, which are the same each month during that Kiwanis year.

5. Voting Status

The Governor, upon certification, is a delegate-at-large at the District Convention.

6. Divisional (Regional) Conference

The Governor designates the times for divisional conferences during the District Convention. If the Lieutenant Governor of any division (region) is absent, the Governor shall designate the presiding officer for that divisional (regional) meeting.

DUTIES

1. At the Kiwanis International Level

The Governor will attend the following functions:

Kiwanis International Annual Convention
International Council
Regional Conference for Governors

During the International Convention, the Governor chairs the District Caucus and is Master of Ceremonies at the District Banquet.

He/She will file the following reports required by Kiwanis International.

Leadership Education Training
District Administrative Excellence Award
Distinguished Governor Mandatory Criteria
District Administrative Excellence Criteria

2. Board of Trustees

The Governor chairs the meetings of the Board of Trustees. He/She cooperates with the Secretary-Treasurer in the preparation of the agenda for those meetings.

3. Lieutenant Governor

The Governor conducts the Lieutenant Governor Training Conferences. At all other times he/she provides leadership and support for the Lieutenant Governors in the performance of their duties.

If a vacancy in the Office of Lieutenant Governor should occur, the Governor shall follow the procedures described in the District Bylaws for election of a replacement.

4. District Office

The Governor oversees the functions of the Secretary-Treasurer, the Convention Manager and the Bulletin Editor to see that those activities are performed in accordance with the District Policies and Procedures and the Bylaws.

5. Communications

The Governor maintains contact with the District Office, the Lieutenant Governors and the District Director Chairs and encourages them in the performance of their functions.

He/She writes a column for each issue of the MINNEKOTAN informing the membership of progress toward district goals. The Governor offers suggestions to the Bulletin Editor to insure that the MINNEKOTAN provides timely and appropriate articles and other information to the members.

He/She regularly sends copies of general mailing and such correspondence as may be helpful to the Governor-Elect in preparation for his/her term of office.

6. District Convention

The Governor appoints the Convention General Chairperson or Co-Chairpersons for the upcoming year. Later, as Governor, he/she is an ex-officio member of the Convention Committee, meeting with them as needed to review arrangements. Finally, the Governor presides at the general convention sessions and at the session of the House of Delegates.

7. Committees

The Governor is responsible for the appointment of appropriate people to fill any vacancies that may arise on the various special or standing District Committees.

8. Key Clubs

The Governor attends the Key Club District Convention and the Fall Leadership Training Conference. He/she invites the Key Club District Board to attend the Kiwanis District Convention and meetings of the Board of Trustees, where appropriate, and in turn attends District Key Club functions when practical.

The Governor appoints three judges having an educational background from the current list of District Kiwanians to serve as scholarship judges for Key Club. The Key Club Administrator will provide project rules and other information for this project. The District Executive Committee – Governor, Governor-Elect, Immediate Past Governor, and District Secretary-Treasurer - will review and give final approval of the recipients before announcing to the Key Club District Administrator.

9. Circle K

The Governor attends the Circle K District Convention and the Fall Leadership Training Conference. He/She invites the Circle K District Board to attend the Kiwanis District Convention and meetings of the Board of Trustees, where appropriate, and in turn attends District Circle K functions when practical.

The Governor appoints three judges having an educational background from the current list of District Kiwanians to serve as scholarship judges for Circle K. The Circle K Administrator will provide project rules and other information for this project. The District Executive Committee – Governor, Governor-Elect, Immediate Past Governor, and District Secretary-Treasurer - will review and give final approval of the recipients before announcing to the Circle K Administrator.

10. Finance

The Governor is a member of the District Finance Committee which is responsible for the preparation of the annual budget and the investment of the District's funds. He/She reviews the periodic financial statements for the Board of Trustees in cooperation with the Finance Chairperson. He/She approves any expenditures not included in the annual budget as approved by the Board of Trustees.

11. Kiwanis Educational Foundation. Inc.

The Governor is a member of the board of the Kiwanis Education Foundation, Inc., and attends their meetings held in the spring of each year and at the District Convention.

12. Travel and Office Expenses

The District budget provides for travel and communication expenses to cover part of the Governor's costs for the Kiwanis International Convention, Regional Conference, the District Convention, District Training Conferences, District Board Meetings, Official Visit of the International President, Key Club Conventions and Leadership Training Conferences, Circle K Conventions and Leadership Training Conferences, the Governor's Official Visits to each Division (Region) and to Charter Nights.

Travel expenses to special committee meetings, convention site review, executive committee meetings, etc., not included above, are reimbursed as provided in the budget for that activity.

Training Conferences and certain other expenses are covered. Usually complimentary rooms are provided by the convention hotels. District Convention registration fees are paid by the District, and meals at the Governor's official visit to the Divisions (Regions) are paid for by the Divisions (Regions).

Expenses to attend the International Council and the Regional Conference for Governors are paid for by Kiwanis International and the Minnesota-Dakotas District.

13. He/She shall visit all of the Divisions (Regions) in the District. The Divisions (Regions) that are not visited directly shall be invited to a neighboring Division (Region) that is having a visit.

JOB DESCRIPTION OF THE DISTRICT GOVERNOR-ELECT

INTRODUCTION

The Governor-Elect has one year in which to prepare to take over the duties as the Chief Executive Officer of the District. Meanwhile he/she assists the Governor and, in an emergency, may be required to chair a meeting or portion of one.

EXPERIENCE REQUIRED

All candidates for the office of Governor-Elect must have served as a club president and as a Lieutenant Governor of a division (region). Experience as a chair of a district committee is also desirable.

AUTHORITY AND RESPONSIBILITY

1. General Responsibility

Under the direction and supervision of the Board of Trustees of Kiwanis International and from the Governor, the Governor-Elect shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the clubs within the District. He/She, while serving as Governor-Elect, has a duty to be available as much as possible and to learn at every opportunity from the current Governor, but must be careful not to infringe on the efforts and activities of the current year's administration.

2. Term of Office

The term of office shall begin on the first day of October and continue for one year followed by one year as Governor and another year of service on the Board of Trustees while serving as past Governor.

3. Training

The Governor-Elect shall attend all scheduled training sessions of Kiwanis International for Governors-Elect.

4. Voting Status

The Governor-Elect, upon certification, is a delegate-at-large at the District Convention.

5. Governor-Elect and Governor Agreements

All Governor-Elect Candidates are required to sign the agreement to perform the duties of offices of Governor-Elect and Governor.

DUTIES

1. At the Kiwanis International Level

The Governor-Elect must attend the following: Governor-Elect Training Conference and Kiwanis International Annual Convention.

2. Board of Trustees

The Governor-Elect attends the meetings of the Board of Trustees. He/She cooperates with the Secretary-Treasurer as to items to be added to the agenda for those meetings and assists the Governor if requested.

The Governor-Elect is a voting member of the Board of Trustees to be seated at the head table. In the absence or incapacity of the Governor, this person would serve as chairperson of a meeting of the Board of Trustees.

3. Lieutenant Governor

The Governor-Elect conducts the Lieutenant Governor Training Conferences, the first one precedes the District Convention.

4. District Convention

As a candidate for the Office of Governor-Elect, the candidate would attend the District Convention, participate in a supportive role in the affairs of the convention, and be present when voting takes place in the House of Delegates.

5. Committees

As Governor-Elect, he/she appoints all District Committee Chairs taking into consideration their experience and qualifications in relation to the committee the member will chair. It is recommended that each suggested appointment for District Committee Chair positions be presented to the current Governor and the Secretary-Treasurer for possible appraisal before these appointments are officially announced. He/She prepares (or updates) a job description and reviews it with the person selected. He/She assists the chair in developing suitable goals for the committee.

The Governor-Elect is a member of the District Finance Committee and would play a key role as that committee prepares the budget for the fiscal year in which this person serves as Governor. The Governor-Elect also serves on the Executive Finance Committee, should that body require an emergency meeting.

The Governor-Elect will be Chair of the Strategic Planning Committee.

6. Key Clubs

As Governor-Elect he/she appoints the District Administrator for the Key Club year starting on April 1.

The Governor-Elect, at the request of the Governor and subject to availability of funding, attends the Key Club District Convention and the Fall Leadership Training Conference.

The Governor-Elect is encouraged to attend the International Key Club Convention, if possible.

7. Circle K

As Governor-Elect he/she appoints the District Administrator for the Circle K year starting on April 1.

The Governor-Elect, at the request of the Governor and subject to availability of funding, attends the Circle K District Convention and the Fall Leadership Training Conference.

The Governor-Elect is encouraged to attend the International Circle K Convention, if possible.

8. Builders Club

The Governor-Elect appoints the District Administrator for Builders Clubs to take office on April 1 and encourages the development of these programs.

9. K-Kids

The Governor-Elect appoints the District Administrator for K-Kids to take office on April 1 and encourages the development of these programs.

10. Aktion Clubs

The Governor-Elect appoints the District Administrator for Aktion Clubs to take office on April 1 and encourages the development of these programs.

11. Kiwanis Educational Foundation. Inc.

The Governor-Elect is a member of the board of the Kiwanis Education Foundation, Inc., and attends these meetings held in the spring of each year and at the District Convention.

12. Travel Expenses

The Governor-Elect has a budget set up by the Financial Committee and approved by the Board. He/She is reimbursed for actual travel expenses up to the budgeted limit.

The District budget provides for travel and communication expenses to cover part of the Governor-Elect's costs for the District Convention, District Training Conferences, District Board Meetings, Official Visit of the International President, Key Club District Conventions and Leadership Training Conferences, Circle K District Conventions and Leadership Training Conferences.

Travel expenses to special committee meetings, convention site review, executive committee meetings, etc., not included above, are reimbursed as provided in the budget for that activity.

Training Conferences and certain other expenses are covered. Usually complimentary rooms are provided by the convention hotels. District Convention registration fees are paid by the District.

Expenses to attend the Governors-Elect Training Conference in Indianapolis is paid for by Kiwanis International.

**JOB DESCRIPTION
OF THE
IMMEDIATE PAST GOVERNOR**

Kiwanis provides that the Immediate Past Governor serve one more year as a member of the Board of Directors. This is indeed a wise provision.

His/Her experience as the District Chief Executive Officer (Governor) will be most helpful not only to his/her successor but to the New Board of Directors.

The Immediate Past Governor has the responsibility to counsel wisely the incoming Governor and to give his/her advice when asked as a Member of the Board of Directors.

He/She must insure that his/her Lt. Governors have their replacement Lt. Governor elected and submitted to the District Office.

He/She must insure that his/her year end reports are sent to the District Office and Kiwanis International.

He/She must finalize and award the distinguished officers and clubs within the District that meet all qualifications for his/her year. All of this paperwork must be sent to the District Office and Kiwanis International.

JOB DESCRIPTION OF THE DISTRICT SECRETARY-TREASURER

(approved by District Board of Trustees, January 15, 2005)

INTRODUCTION

The position of District Secretary/Treasurer is the executive responsible to the Governor and Board of Trustees for the efficient and financially sound operation of the District Office. In this position the individual is responsible for all administrative matters of the District Office as well as daily management of the District financial responsibilities. This position is also the primary administrative link with Kiwanis International and as such is responsible for ensuring effective communication with Kiwanis Headquarters. Additionally, the position is the principal communication hub providing administrative and financial information distribution to the District Leadership Team, the Regional Leadership Teams, and the District's Clubs.

The Secretary/Treasurer shall be appointed annually by the Governor with the approval of the Board of Trustees assuming office with the Governor. This is a salaried position with salary and benefits approved annually by the Board of Trustees.

This key position functions as Executive Director and Chief Financial Officer of the District. This position requires a thorough knowledge of Kiwanis operations including an understanding of the relationship with Kiwanis affiliated operations included but not limited to: Sponsored Organizations and Programs (SOAP's), Past Governors, Past District Officers Association, and District Educational Foundation. This position serves in a support role for District, Regional and Club officers as well as all District Kiwanis members. Additionally, this individual must have good financial skills including the ability to work with and control budgets, and manage all aspects of the job of Treasurer.

This position requires the individual to have a sound working knowledge of computer-based communication and record keeping systems. Programming skills are also desirable.

This position is established under the authority of Kiwanis International Bylaws, Article IX, Section 2 and 4 and Minnesota-Dakotas District – Kiwanis International Article V.

AUTHORITY

1. Serves as a member of the District Executive Committee and an ex officio, non-voting member of the District Finance Committee.
2. The Secretary/Treasurer shall have the authority to purchase and/or sell instruments of deposit of the District within the approved Depository of Funds established by the Board of Trustees.
3. The Secretary/Treasurer will select the bank that will be used to provide a safekeeping service for the security and bank portfolio with approval of the Board of Trustees.

4. When circumstances are such that a special meeting of the Board of Trustees is needed and the Governor is without capacity to call such a meeting, the District Secretary/Treasurer shall have the authority to call such a meeting. (Section 4 – Article VI of Bylaws).
5. The Secretary/Treasurer will be expected to be in attendance at all District Board of Trustees meetings.

DUTIES

1. Duties related to management of the District Office:
 - a. Maintenance of facilities and equipment of that office. An inventory of all equipment that is the property of the District shall be kept.
 - b. Responsible for proper insurance coverage, bond protection, etc., and should be reviewed with the board annually.
 - c. Maintain District files and records including, but not limited to, the following:
 - 1) District Bylaws
 - 2) District Policy Statements
 - 3) Maintains record copy of all District correspondence and documents
 - 4) Produced and maintains a District Directory of all information related to Club meeting time, place, and officers of each club.
 - 5) International Convention registrants
 - 6) International Convention delegates
 - 7) Name/Address, and phone numbers of each District Director
 - 8) Complete listing of Past Governors and Past Lt. Governors.
 - 9) Complete list of information regarding each current Lt. Governor and Lt. Governor team member.
2. Duties related to District Secretary/Treasurer association with the Board of Trustees:
 - a. Secretary/Treasurer shall prepare a report annually to be presented at the Annual Convention and at any other time as the Governor and Board of Trustees shall require.
 - b. Secretary/Treasurer shall keep the minutes of the District Convention and of any meeting of the Board of Trustees.
 - c. Secretary/Treasurer shall be one of the members of the District serving on the District Executive Finance Committee and also a member of overall Finance Committee.
 - d. Secretary/Treasurer shall keep the books of all financial transactions that occur at the District level; these records shall be open for inspection by the Board of Trustees, the Governor, and the Finance Committee.

- e. Secretary/Treasurer prepares the agenda for each Board meeting as directed by the Governor, prepares and distributes materials, prepares and distributes proceeding and performs such other duties as requested by the Governor.
- f. Secretary/Treasurer shall sign all checks for approved expenditures. Checks that represent payment for this person's benefit are to be co-signed by the District Governor. This co-signature is not required on salary checks, as they remain the same each month of that Kiwanis year.
- g. Shall deposit all funds in the District depository, and shall furnish a monthly statement of all receipts and expenditures to the Governor, Governor-elect, and Board of Trustees.

ADDITIONAL & MISCELLANEOUS DUTIES

- a) District Mid-Winter Board mtg:
 - 1) Confer with Governor, Governor elect, and host club chair (if any) on arrangements, procedures, and finance.
 - 2) Bring the necessary supplies to be distributed to the Lt. Governor team.
- b) International Convention
 - 1) Receive and file "Certificate of Delegate forms"
 - 2) Receive and Tabulate reports on confirmed registrations
 - 3) Makes arrangements for District reception (if there is one), the district caucus, and the District dinner (if one is scheduled) including the necessary arrangements.
 - 4) Make arrangements for District Board meeting.
- c) Official Visit to the District by the International President (if scheduled)
 - 1) Advise the Governor, the host club, chair and others as appropriate, as to the procedures, protocol, and finances.

TRAVEL

a) Travel of the Secretary/Treasurer is to be paid for the following required events: International Convention, International Council, District Convention, District Training Conference, District Board meetings, Official Visit of the International President, and the meetings of the Strategic Planning Committee and the District Finance Committee and any meetings called by the Governor.

Travel expense will also be allowed for attendance at SOAP's meetings.

FINANCES

1. Shall give a good and sufficient bond to be approved by the Board of Trustees.

2. The compensation to the Secretary/Treasurer will consist of salary, travel allowance, certain fringe benefits, rent (if district office is maintained in residence), and disability insurance.

REPORTS:

1. The District Secretary/Treasurer shall notify each member of the Board of Trustees and the Secretary of Kiwanis International, in writing of the time and place, and the date of any meeting, at least (3) three weeks in advance of the date of each meeting.
2. Within thirty (30) days after any special or regular meeting of the Board of Trustees, the District Secretary/Treasurer shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Secretary of Kiwanis International and a copy to the President and Secretary of each chartered club in the District. A copy of such proceedings shall also be distributed without cost to the Governor and the Governor Elect and the District Office will retain one copy.
3. The Secretary/Treasurer after closing the financial records on September 30, an annual audit report will need to be prepared for audit purposes.
4. The Secretary/Treasurer shall cooperate with the Governor in forwarding all official reports required by Kiwanis International.

JOB DESCRIPTION OF THE BOARD OF TRUSTEES

INTRODUCTION

The Board of Trustees shall define the policies and shall have full management responsibilities and administrative authority in all matters of this District.

The membership of the Board of Trustees shall consist of a Lieutenant Governor from each division (region) of the District, the Governor (who shall chair the meetings), the Governor-Elect, the Immediate Past Governor, and the Secretary-Treasurer. All of the above individuals are eligible to vote whenever a vote is taken.

AUTHORITY

1. The Board of Trustees has the power to approve or disapprove the person appointed by the Governor-designate to serve as District Secretary-Treasurer.
2. In the event that the Governor shall be temporarily so incapacitated to be unable to discharge the duties of his/her office, the Board of Trustees may appoint a Past Governor, a former Lieutenant Governor, or a current Lieutenant Governor, who is active, privileged, or a senior member of a Kiwanis Club in this District, to become Acting Governor until the Governor is able to resume his/her duties.
3. Upon being given notice by the Governor that any Lieutenant Governor, or the District Secretary-Treasurer, is failing to perform the duties of his/her office, the Board of Trustees, at a meeting to be held not less than three weeks thereafter, shall consider such facts and any reasons why the office shall not be declared vacant. In the event that the Board finds the alleged facts to be true, the Governor shall have the power to declare such office vacant, and the Board of Trustees shall proceed to elect a new officer to fill such vacancy. If the vacancy is that of a Lieutenant Governor, the new Lieutenant Governor shall be elected from the division (region) of the office so declared vacant.
4. In the event that a district officer is unable to serve due to death or disability during the period after his/her election and before October first, the Board of Trustees-designate for said year shall proceed forthwith to elect a successor in the manner now provided for filling offices during an administrative year.
5. In the absence of the Governor (or the acting Governor, if there be one) at any duly called meeting of the Board of Trustees, the Board shall designate a Lieutenant Governor to act as chairperson.

6. In the absence of the Governor from any convention of the District, the Board of Trustees shall designate the Governor-Elect, the Immediate Past Governor, or a Lieutenant Governor to act as chairperson.
7. Emergency Powers: In the event that in any year the Board of Trustees shall by resolution determine that there exists a condition of widespread emergency so affecting the District as to compel the cancellation of the Annual District Convention, the Board of Trustees shall then have the power to elect district officers for the normal term of office, and to transact all other business that could otherwise be transacted at an annual district convention. The business at hand is conducted by holding a council which shall be comprised of the members of the Board of Trustees and other persons having the status of delegates-at-large to all district conventions and the council shall formulate its own procedures for conducting its business.

DUTIES

1. The Board of Trustees shall meet at the time of the District Convention at which time it approves the annual budget and confirms the person chosen by the Governor-Designate to be Secretary-Treasurer.
2. The Board of Trustees also meets as a body during the month of January, and has additional meetings, if any, which are called at the discretion of the Governor. At each meeting they will act upon the business brought before them and such other matters that fall within its jurisdiction.
3. The proposed budget shall be presented by the Finance Committee to the incoming Board of Trustees at its first meeting. The budget should be reviewed in detail by the Board at this time.

REPORTS

The official minutes of the meetings of the Board of Trustees are the responsibility of the Secretary-Treasurer.

**JOB DESCRIPTION
 OF THE
 LIEUTENANT GOVERNOR
 LIEUTENANT GOVERNOR-ELECT
 IMMEDIATE PAST LIEUTENANT GOVERNOR**

JOB SUMMARY:

The Lieutenant Governor will serve in this capacity for a period of three years, the first year as Lt. Governor-Elect, the second year as Lt. Governor and the third year as Immediate Past Lt. Governor.

INTERACTION:

Of the Lieutenant Governor-Elect:

The Lt. Governor-Elect will work closely with the Lt. Governor and with trainers to learn the role of being Lt. Governor.

Of the Lieutenant Governor:

The Lt. Governor must interact with Division (Regional) officers, District officers and International officers to secure the greatest good for the Division (Region) and District.

Of the Immediate Past Lieutenant Governor:

The Immediate Past Lt. Governor will work closely with the Lt. Governor-Elect and Lt. Governor to assure a smooth transition from one Kiwanis year to the next.

JOB DUTIES:

Of the Lieutenant Governor-Elect:

1. Assist the Lt. Governor in the tasks of managing the Division (Region).
2. Must attend the required events within the Division (Region)/District/International
3. Must attend the required training to become the Lt. Governor.
4. Substitute for the Lt. Governor when necessary.

Of the Lieutenant Governor:

1. Executive Officer of the Division (Region).
2. Presiding Officer at all Divisional (Regional) events
 - A. Divisional (Regional) events will be planned and coordinated through the office of the Lt. Governor.
 - B. Execute the Divisional (Regional) budget as directed by the Divisional (Regional) Executive Team.
 - C. Will be in attendance at all Divisional (Regional) events:
 - Club Leadership Education (CLE) in Division (Region)
 - Divisional (Regional) Meetings
 - Governor's official visit to the Division (Region)
 - District Convention
 - District Board meetings

3. Kiwanis Club Contact for communication from club regional representatives:
 - A. One member of each Kiwanis club in the Division (Region) will be appointed by each Club to communicate with the Lt. Governor on a regular basis (to be determined by the Division (Region). This communication should be via e-mail or fax.
 - B. The Lt. Governor will then communicate with the Regional Team for any needs that any of the clubs might have.
4. Contact Person to the Governor of the District
 - A. The Lt. Governor with the help of their team, will supply the Governor and District Office with necessary reports at the beginning of each month or as required.
5. Work with the Divisional (Regional) Team to plan divisional (regional) functions such as Club Leadership Education (CLE), the Governor's visit and Divisional (Regional) meetings.
6. The Lt. Governor will also direct the necessary people to help with special needs within the Division (Region), either via divisional (regional) chairpersons, and or the aid of either the Lt. Governor-Elect, or the Immediate Past Lt. Governor
7. Must attend the required events within the Division (Region)/District/International.
8. Must attend required training sessions.
9. Assist and/or represent the Governor when necessary.
10. Carry out the Divisional (Regional) duties of the Lt. Governor that are required by the District and Kiwanis International.

Of the Immediate Past Lieutenant Governor:

1. Assist in transition to the new Lt. Governor.
2. Continue to work as liaison to the Division (Region).
3. Attend Divisional (Regional) events during this term.
4. Carry out Divisional (Regional) events during this term.
5. Assist in training the Lt. Governor-Elect.
6. Coordinate Divisional (Regional) functions as assigned by the Lt. Governor.

JOB ACCOUNTABILITY:

Of the Lieutenant Governor-Elect:

1. Assisted the Lt. Governor when called upon.
2. Attended all required events within the Division (Region)/District/International.
3. Attended required training sessions to become a Lt. Governor.
4. Substituted for the Lt. Governor when necessary.

Of the Lieutenant Governor:

1. Division (Region) is managed in accord with all District and Kiwanis International Bylaws, Policies and Procedures, and objectives.
2. Divisional (Regional) events accomplish planned objectives. (are run in an expeditious manner).
3. The divisional (regional) budget is administered as established. Required amendments are approved (as directed) by the Divisional (Regional) Executive Team.
4. Attended all required events within the Division (Region)/District/International.

5. Attended required sessions.
6. The Divisions (Regions) shows growth (both) in service hours, membership and club numbers.
7. Required reports are submitted on time.
8. Substituted for the Governor when necessary.

Of the Immediate Past Lieutenant Governor:

1. Attended Divisional (Regional) events.
2. Assisted the Lt. Governor when called upon.
3. Assisted in training the Lt. Governor-Elect.
4. Carried out all Divisional (Regional) duties as assigned by the Lt. Governor and Governor.

JOB REQUIREMENTS:

Of the Lieutenant Governor-Elect

1. Must have served at least one term as President of their club.
2. Must have chaired at least one club committee.

Of the Lieutenant Governor:

1. Must have served at least one term as President of their club.
2. Should have served as Lt. Governor-Elect.
3. Must have chaired at least one club or District committee.

Of the Immediate Past Lieutenant Governor:

1. Must have served as Lt. Governor.

WORKING CONDITIONS (for all three positions):

1. Access to communication skills and equipment including: fax, e-mail, telephone, etc.
2. Will work from their home.
3. There will be travel involved.
4. Some expenses will be reimbursed.

JOB DESCRIPTION OF DISTRICT CONVENTION DIRECTOR

(approved by District Board of Trustees, January 15, 2005)

INTRODUCTION

The position of Convention Director shall be in charge of all arrangements and management of THE DISTRICT CONVENTIONS that are held annually in the Minn-Dak District.

JOB PLACEMENT:

The position of District Convention Director will be filled by appointment and should be at least a three (3) year appointment renewable each year by the Governor team based on job performance at previous convention.

AUTHORITY:

The District Convention Director shall be charged with the responsibility of recommending a suitable location for the District Convention, and make the recommendations to the Board of Trustees to be voted on Annually.

Create a committee of at least 5 additional persons to serve on committee to insure the District of a good convention.

DUTIES:

District convention management

Registration

Delegates

Site inspections

Complete convention details including:

Program, meals registration, room assignments, etc.

Director will work closely with Governor and Governor-Elect, to insure all areas of responsibilities are covered regarding the District Convention.

Additional Duties associated with the Convention Director position include:

Consulting with Governor and Governor-Elect along with committee regarding convention planning procedures, convention program, arrangements, and finances.

SPECIFIC ITEMS TO INCLUDE:

1. Lodging including room rates, reservation procedures, and number of complimentary room available.
2. Rooms needed for the convention meetings, and events, including size, location, and any other room arrangements.

3. Meal arrangements including costs, ticket prices, guarantees, etc.,
4. Transportation arrangements, (if needed) including their costs, contract arrangements etc.,
5. Registration procedures and staffing needs for the convention.
6. Credential committee responsibilities and supplies needed.
7. Partners events including programs, meals, transportation, (where needed) and decorations etc.
8. Preparation of the printed program (bidding, photos, and final production).
9. Arrangements for receiving and disbursing convention funds.
10. Work closely with host club (if one is being used) to make sure all necessary help is available.
11. Order plaques, certificates etc., for the convention.

TRAVEL REQUIRED:

- 1) District Board of Trustees meetings when requested by Governor.
- 2) 2-3 site inspections during the year.
- 3) Convention planning session 2-3 per year
- 4) District Convention

FINANCES:

Compensation to the Convention Director should be based on travel expense, registrations at convention, meals while making inspection and planning sessions.

District Convention registration for Director and partner.

Reduced registration for committee members up to five (5).

Expenses should all be vouchered at District allowance levels.

REPORTS:

- 1) Governor and Governor-Elect and Board of Trustees should be given written reports at each board meeting attended.
- 2) Complete report required within thirty (30) days after District Convention is completed
- 3) Financial report will need to be prepared and given to Finance Committee, and District Secretary/Treasurer, as well as Governor, Governor-Elect, and Board of Trustees.
- 4) Shall cooperate with Governor and Governor-Elect, and Board of Trustees in filing all reports required by Kiwanis International.

JOB DESCRIPTION OF THE DISTRICT CONVENTION COMMITTEES

JOB DESCRIPTION OF THE DISTRICT CONVENTION COMMITTEE:

A Kiwanis District Convention is the responsibility of the District Governor and the District Board of Trustees, and any financial loss that might be experienced is a District responsibility. Conversely, should a profit be realized from the convention, it accrues to the benefit of the District. With this thought in mind, the Minnesota-Dakotas District Board of Trustees has decreed that the Convention Manager, among other things, develop a Convention Committee Structure. Such a committee structure follows. This structure is built on the philosophy that the host Kiwanis city should have an active role in staging the convention. It should not be a one person or a few persons undertaking. To develop local interest and stimulate local registrations, “get as many people into the act as possible.” All Kiwanis clubs in the community should be represented in the committee structure, both with chairpersons and committee members, if possible.

A General Chairperson or Co-Chairpersons is appointed by the District Governor on the recommendation of the Presidents of the several host clubs. The General Chairperson or Co-Chairpersons is directly responsible to the Governor, but he/she works in close cooperation with the Convention Manager, who is responsible to the Governor and the District Board of Trustees. An Executive Committee should be established as soon after the appointment of the General Chairperson or Co-Chairpersons. The Executive Committee consists of the General Chairperson or Co-Chairpersons of the Committee, and the Presidents of all local clubs. The Executive Committee can meet more easily, and therefore, more often than can a large committee consisting of all the chairpersons. However, the Convention Committee does consist of the Executive Committee and the Committee Chairpersons. The Chairpersons of the working committees are appointed by the General Chairperson or Co-Chairpersons with the advice of the Executive Committee. The General Chairperson or Co-Chairpersons is an ex officio member of all working committees, and all committee chairpersons report to him/her.

DUTIES OF THE CONVENTION MANAGER:

1. Consults with the District Governor, District Secretary/Treasurer and the District Convention General Chairperson or Co-Chairpersons and others as appropriate, regarding convention planning procedures, the convention program, its arrangements, the finances, and so forth. Specific items include:
 - a. Lodging including room rates, reservation procedures, and the number of complimentary rooms available.
 - b. Rooms needed for the convention meetings and events, including size, location and other arrangements.
 - c. Meal arrangements including costs, ticket prices, guarantees, etc.
 - d. Transportation arrangements, if needed; including their costs, contract arrangements, etc.
 - e. Registration procedures and staffing needs for that function.
 - f. Credential Committee responsibilities and supplies needed.
 - g. Partner events including programs, meals, transportation (where needed), decorations, etc.
 - h. Preparation of the printed program and the final production of the program booklet.
 - i. Consulting with the Finance Chairperson for the District Convention regarding arrangements for receiving and disbursing convention funds. The Convention Manager pays all District Convention bills by check.
2. Work closely with the General Chairperson or Co-Chairpersons of the Host Clubs to make certain that all necessary forms are available.
3. Order ribbons for delegates and others as needed; also order certificates, plaques, and ribbons for awards.
4. Design and print the District Convention Registration form.
5. Work with the District Secretary/Treasurer to mail out the Call to Convention letter, and registration form 60 days before the District Convention.
6. Convention contracts of any kind must be signed by the Convention Manager only.
7. Entertainment Fees – The Convention Manager will not make any commitments until he or she sees how many registration dollars have been generated. All Conventions must generate enough revenue to cover all expenses. The Convention Manager is the Minnesota-Dakotas District Board spokesperson.

DUTIES OF THE GENERAL CHAIRPERSON OR CO-CHAIRPERSONS:

1. Consults with the District Governor, District Secretary/Treasurer and the Convention Manager and others as appropriate, regarding Convention planning procedures.
2. The General Chairperson or Co-Chairpersons are in charge of the Host Convention Committees and Executive Committee.
3. All Host Committees report directly to the General Chairperson or Co-Chairpersons.
4. Responsible for building very active Committees to make the District Convention a success.
5. Convention announcements are made by the General Chairperson or Co-Chairpersons from the Convention microphone.
6. All Host Convention Committee Chairpersons, Executive Convention Committee, and Club Presidents report to the General Chairperson or Co-Chairpersons.

ATTENDANCE AND REGISTRATION COMMITTEE:

This committee concerns itself with getting the largest possible number of people to attend the convention. In the host area and in nearby towns, this committee can spur attendance and early registrations by visiting as many clubs as possible and as often as feasible, to urge convention attendance. Those committee persons making such visits should be conversant with the convention plans and be able to speak with authority. Enthusiasm is the key! This committee, in close cooperation with the General Chairperson or Co-Chairpersons, is responsible for preparing the general mailings that go to all clubs of the district. Among other things, the registration forms will be distributed via the MINNEKOTAN, and the Convention Manager mailings not less than 60 days before the convention. If two printings are made, the first one should go into the mail 60 days before the convention and the second one 30 days before the convention time.

Try to get as many clubs as possible to appoint a member to serve as a committee of one to drum up convention attendance. A letter to each president will have some success. Call the local person – the On-To-District Convention Club Committee Chair.

Several days or a week before the convention opens, registration packets should be prepared for those who have pre-registered. Usually a large manila envelope bearing the name and club of the registrant is packed and filed alphabetically. The packet should contain the printed program (one for the person and one for the partner, if both register) name tags and delegate ribbons, meal tickets, and delegate card (will be placed in the name tag holder). The name tags obviously will have been properly typed and placed in the holders. The packets will then be handed to the registrants as they arrive at the registration desk in the Headquarters Hotel. It is the responsibility of the committee to see that the registration desk is set up and properly manned during the scheduled hours.

Some Kiwanians will come to the convention not pre-registered, so a computer and competent typist must be set up at the registration desk for the cash registrants. Often the Chamber of Commerce will provide the large keyed computer and necessary help for this purpose. Be sure the cash registrant fills out the registration form and receives the full packet of materials. (Registrations forms provide the records for internal audit.) Good registration records will be most helpful in many ways after the convention.

Physically handling the registration of those attending is another part of the responsibility of this committee. Most Kiwanians pre-register by mail (other than local Kiwanians) so it is important that the necessary forms be placed in the hands of all District members not less than 60 days before the start of the convention. Attendance and Registration Committee will provide the Convention Manager an address or post office box number so that all registration forms with checks can be sent back to the host clubs. As the registrations start coming in, they should be filed alphabetically after the registration form has been marked “paid” – if the necessary check is enclosed, of course. The checks should be given to the Finance Committee, along with a cover notification listing the checks (your receipt), at regular intervals for prompt deposit. Do not hold checks! The committee should work out a method with the local host clubs whereby their members are registered in mass (although an individual registration form should be prepared for each member) as many local clubs will pay the registration fees for their members with one or two checks. This is a local option, of course, but it is used extensively. Many local clubs advance the registration fees for their members in this way.

The Registration Chairperson will serve as the Credential Chairperson and will work with the Convention Manager on allowing each Kiwanis Club three delegates to the convention. Credential Chairperson will give the House of Delegates the accurate count of delegates, delegates-at-large, Kiwanis members, partners, children, and guests.

ENTERTAINMENT COMMITTEE:

All requests for entertainment features should be directed to this committee. It provides entertainment for the luncheons and banquet. Entertainment breaks during the general sessions are provided by this committee. (Usually college or high school groups.) This committee, in cooperation with the General Chairperson or Co-Chairpersons will provide invocators for the general sessions and for the meal functions. The major denominations should be represented, if possible, and Kiwanis clergy should be used whenever available. This committee will also provide song leaders and accompanists for the sessions and for the meal functions. (The Arrangements Committee is responsible for the organ or piano.) All invocations must be ecumenical. The Kiwanis Governor may submit some names for invocations or other requests.

FINANCE COMMITTEE:

Financial control of the convention on the local level is in the hands of this committee. Final control and responsibility rests with the Convention Manager, who represents the District Board of Trustees, however. The Convention Manager is charged with the responsibility of presenting to the Board of Trustees a budget for the convention, at its meeting at the Mid-Winter Conference. The budget will be prepared in cooperation with the General Chairperson or Co-Chairpersons and the Finance Committee prior to that time. The suggested registration fees will also be determined for Board of Trustees action. All bills will be paid by check – no cash transactions will be made. The finance committee shall receive all bills and forward to the General Chairperson or Co-Chairpersons for proper approval before forwarding them on to the Convention Manager for payment. All disbursements must be supported by adequate invoices. The Convention Manager will maintain a simple set of accounts charging withdrawals to the proper budget account in order that all concerned may know the financial status of the convention at all times. The local finance committee chair must keep a record of the registration fee of each person registered and forward a copy with the checks to the Convention Manager so the Convention General Chairperson or Co-Chairpersons along with the Convention Manager and Governor have access to both reports, one by the Host Finance Committee Chairperson and one from the Convention Manager. A final financial report must be prepared for the District Board of Trustees as soon after the close of the convention as possible. The Finance Committee, along with the General Chairperson or Co-Chairpersons, and the Convention Manager, is responsible for preparing the final financial report.

ARRANGEMENTS COMMITTEE:

Arranges for and is responsible for all properties (sees that they are in place and ready for use when scheduled) required at general sessions, meetings, and at all meal events – flags, pitchers of water and glasses at podium, sound system, chairs on stage, banners, gong and gavel, projector, head table, placecards, etc. The committee arranges for an organ or piano to be used at all events. Is responsible for set up of physical plan – auditorium and dining room, and all other meeting rooms – under direction of General Chairperson or Co-Chairpersons along with the Convention Manager. Meeting rooms properly set up (chairs, head table, etc.) are an important responsibility. Necessary room signs are placed by this committee. (See Printing Committee.)

This Committee is also responsible for providing the decorations that are used at the Governor's Banquet. Flowers are provided by this committee as needed. Usually a fairly large arrangement is placed directly in front of the podium. If a large stage is used, additional green plants or small potted plants are appropriate. A large Kiwanis banner or banners can be hung behind the speakers is desirable, and is provided by the Kiwanis District.

The Governor's Banquet is deserving of special corsages or long stemmed roses with baby's breath and greens and appropriately tied with coordinating ribbon for the ladies seated at the head table. The corsages or long stemmed roses should be delivered as the head table assembles for line up prior to marching into the Banquet (at least one half hour to forty five minutes before the banquet begins.) The Convention Manager has the number of people who will be seated at the head table. If the committee needs advice or procedure, contact the General Chairperson or Co-Chairpersons. The Convention Manager will also be available to give advice.

MEAL FUNCTION COMMITTEE:

Menus, prices, schedules, guarantees, etc. are responsibilities of the Convention Manager who will communicate with the General Chairperson or Co-Chairpersons. The Convention Manager will make the plate count at all meal functions and protect the interest of the Convention. If tickets are to be collected, this committee will provide the collectors; if dining areas are to be closed until serving time, it will carry out this request. The Convention Manager is responsible for head table seating assignments.

PRINTING COMMITTEE:

This small committee deals directly with a printer. He/She works closely with the General Chairperson or Co-Chairpersons regarding what printing the Host Clubs will be responsible for at the Convention.

The Convention Manager also has printing responsibilities.

CONVENTION PROGRAM:

This is the responsibility of the Convention Manager who prints the program at the same printer each year.

The Convention Manager assembles the entire program.

PUBLICITY COMMITTEE:

Good publicity for Kiwanis in the host city is a plus that can come from a properly executed campaign. This committee should become acquainted with the various news media including newspapers, radio, and television, and start feeding releases early. Certainly let the community know the Minnesota-Dakotas District of Kiwanis has chosen this city for its convention, at an early date. “Name” speakers, when they can be obtained, are worthy of mention in the local press. This committee should arrange a press conference for the International Representative, to be held soon after his/her arrival. If the local media is agreeable to covering the sessions, be certain a member of the committee meets the media person and shows him/her guest courtesies. Usually the media will not remain for the banquet; they will want to cover the speaker and then leave, so tickets for a meal are not necessary.

TOURS AND SPECIAL EVENTS COMMITTEE:

It is not unusual for our conventions to include special events that may be or may not be included in the registration fee such as a western barbecue, an evening of special entertainment such as a carnival night, a rodeo, an evening at the theater, etc. This committee concerns itself with such an event. It plans the event (working closely with the General Chairperson or Co-Chairpersons and Convention Manager) and stages it. If the event is not included in the convention registration fee, tickets should be sold in advance as early as possible (order blanks included in the general mailings and a booth provided near the registration table in the headquarters hotel) so that a reasonable guarantee can be provided. All money collected should be immediately turned in to the Finance Committee, who will submit all bills to the Convention Manager who will pay all bills by check when proper invoices are presented. If prizes are in order, the Committee arranges for them.

Tours – This Committee arranges all partners, children, and family tours. The Tours and Special Events Committee will need to work very close with the General Chairperson or Co-Chairpersons, Convention Manager, and Governor. All tours will need to fit in with the Governor's Convention program.

The golf tournament, if one is held, is the sole responsibility of this committee. It should provide a publicity release to be included in the MINNEKOTAN to all District Kiwanians. The committee obtains the use of a golf course, negotiates the green fees and other costs, registers entrants, collects all monies not prepaid with convention registration fees, and turns these monies into the Convention Finance Committee with a proper accounting.

The golf tournament does not pay any bills in cash from entry fees. All convention bills are paid by check by the Convention Manager. Awards and prizes for the golf tournament are obtained by this committee and arrangement should be made with the General Chairperson or Co-Chairpersons for a suitable time to present them. The golf tournament should be self sustaining, since it is directed toward a comparatively small group of Kiwanians.

Note: When the convention is sponsored by only one or two clubs, the duties of this committee may be merged with those of the Arrangements Committee.

TRANSPORTATION COMMITTEE:

Arranges for and supervises all necessary bus transportation and organizes any transportation requirements using private vehicles. Provides transportation to and from airport when required. Coordinates transportation to and from airports for VIPs, who will normally be met by host club officers and District officer, if applicable.

HOSPITALITY COMMITTEE:

This committee's responsibilities begin well ahead of the opening session and lasts through the departure of the last visiting member.

Personnel must be scheduled to work in the Hospitality Room (or Suite if available), that schedule being prominently posted, and the individual reminded of the assignment 24 hours in advance.

The Hospitality Room has traditionally been a place to go for a brief rest, a cup of coffee and a cookie. Ideally the room should be able to accommodate up to 100 or 150 people at any one time and be near the center of the convention activities, perhaps on the lobby level. If the Host Club is going to provide coffee and cookies, that procedure must be cleared in advance with the hotel. The hotel may have legal restrictions concerning free coffee being in competition with its own food services. The Convention Manager handles the Hospitality arrangements with the General arrangements.

This responsibility may be assigned to one club only, if the host group consists of multiple clubs. In any case, it behooves people on duty there to be knowledgeable about convention schedules, nearby places to visit by walking, and restaurants to recommend.

If the convention is large and if the Hospitality Room is near the center of activities, there should be plenty of comfortable seats. People need comfortable lounging spots at most conventions.

**JOB DESCRIPTION
OF THE
STRATEGIC PLANNING COMMITTEE**

- A. There shall be a Strategic Planning Committee operating within the District.
- B. The Strategic Planning Committee shall consider, but not be limited in their discussions to, the following:
1. Setting five year District Goals.
 2. Establishing and maintaining a rolling five year plan.
 3. Project financial outlook and revenue needs.
 4. Review bylaws and policies, and recommend updates.
 5. Study District leadership development.
 6. Assess progress toward goals and recommend short term courses of action.
 7. Assess District Office, and recommend administration needs.
 8. To review any request for re-alignment of divisions (regions) or request for additional divisions (regions).
 9. To study and recommend locations where new Kiwanis Clubs should be added.
- C. If it has matters on hand for consideration, the Strategic Planning Committee shall meet three (3) times each year: at the District Convention, at the Kiwanis Educational Foundation Annual Meeting weekend, and at one other time during the year.
- D. The Strategic Planning Committee is made up of 12 members with 4 members to be replaced each year. The Governor-Elect will submit names of prospective members to the Strategic Planning Team for approval by the District Convention for active membership to begin October 1st. No less than four members will be non-officer Kiwanians in good standing.
- E. The Strategic Planning will always include the Executive Committee comprised of the Governor, the Governor-Elect, the Immediate Past Governor, and the District Secretary/Treasurer.
- F. The Strategic Planning Committee will be chaired by the Governor-Elect. Any other officers will be elected by the Strategic Planning Committee. Strategic Planning Team members will be chosen to reflect age and gender balance, as well as representation from each of the District's divisions (regions).
- G. Reporting to the Board of Trustees:
1. The Strategic Planning Committee shall report to the District and/or the District Board of Trustees at one or more of the following times:

- a. To the District Board of Trustees at the second or third Board Meeting.
 - b. To the incoming District Board of Trustees at the time of their training conference; and
 - c. To the entire District at the District Convention.
2. Following their study the Committee will report its findings and recommendations to the Board of District Trustees.

The report of any recommendations that require Board action shall:

- a. State whether or not the recommendation had unanimous endorsement of Committee members, and if not unanimous, give the result of Committee member vote, thus to indicate strength of the Committee's recommendation, and
 - b. Be presented to each Board member, in writing, at least thirty (30) days prior to the meeting of the Board at which action is to be brought to vote.
- H. The District Board of Trustees shall budget each year sufficient funds to defray the necessary and reasonable expenses for the Strategic Planning Committee.

JOB DESCRIPTION OF THE RULES AND REGULATION COMMITTEE

FUNCTIONS

The functions of the District Rules and Regulation Committee are:

1. To know the policies and administrative procedures of the Minnesota-Dakotas District, and to recommend any changes in such policies or administrative procedures to the Board of Trustees.
2. To review all proposals to the Board of Trustees to determine compliance with District policies and administrative procedures.
3. To review any request for a change, amendment or revocation of a policy or administrative procedure, and to submit its recommendations concerning such change, amendment or revocation to the Board of Trustees.

COMPOSITION

The Rules and Regulations Committee shall be composed of six members including two ex-official members (the Governor and District Secretary-Treasurer) and the Governor-Elect. Of the remaining members, one shall be from Minnesota and one each from North Dakota and South Dakota. At least one member shall be a Lieutenant Governor.

TERM AND APPOINTMENT

The members of the Rules and Regulations Committee shall be appointed by the Governor-Elect for a one year term beginning the following October 1.

MEETINGS

1. The Rules and Regulations Committee shall function during the entire year and will meet at least one time annually at a time and place that the chair of the committee shall designate.
2. Special meetings may be called by the Governor or by a majority of the committee.
3. At least two weeks written notice shall be given for either regular or special committee meetings.
4. A quorum of the Rules and Regulations Committee shall consist of a majority of such committee.

ACTION ON REFERRALS

Any item which has been referred to the Rules and Regulations Committee should be reviewed by the committee and recommendations made to the Board of Trustees at the next regularly scheduled meeting of the Board, unless the Board of Trustees authorizes an extension of time for such report.

PROPOSALS

Whenever a change in an existing policy or procedure is proposed to the District Board of Trustees, the committee, trustee, or officer proposing such change submit a copy of any existing policy or procedure that is to be superseded, amended, or revised by the proposed statement of policy or procedure.

EFFECTIVE DATE

No statement of policy, administrative procedure or procedure shall become effective until it has been submitted to and reviewed by the Rules and Regulations Committee and the policy or procedure has been approved by the District Board of Trustees, except that the Rules and Regulations Committee may make typographical and grammatical corrections.

JOB DESCRIPTION OF THE DISTRICT FINANCE COMMITTEE

FUNCTIONS

The functions of the District Finance Committee are:

1. To know the operating plan and procedures of the Minnesota-Dakotas District and its financial requirements.
2. To prepare, with the assistance of the District Secretary-Treasurer, the annual budget and to present the budget to the Board of Trustees for its approval.
3. To examine and consider the reports of financial operations and the annual reports of the auditors for the District and to make any recommendations concerning such reports to the Board of Trustees.
4. To determine the financial effect of matters considered by the Board of Trustees.

COMPOSITION

The Finance Committee shall be composed of no more than five (5) members including the Governor, Governor-Elect, District Secretary-Treasurer, and two (2) appointed members. The appointed members must be past-Lieutenant Governors with training and experience in accounting or finance. One of the appointed members is to become the chair of the District Finance Committee. (Should the Governor-Elect wish to reappoint the current Finance Committee Chair for that position, the Committee would function for one (1) year as a four-person committee.) Selection of the Chair of this committee approximately a year in advance will provide lead-time for that person and the Governor-Elect to become acquainted with their duties prior to the preparation of the budget for their year of operations.

MEETINGS

1. The Finance Committee shall function during the entire year and will meet at such time and place as the chair of the committee designates.
2. In addition to the initial budget meeting which must be held before May to prepare the budget, the Finance Committee will meet at least once during the administrative year, generally in January (immediately before or during the District Board meeting).
3. Special meetings may be called anytime the chair sees that there is a problem.

4. A quorum of the Committee on Finance shall consist of a majority of the members of such committee.

PURPOSE OF MEETING

At the meetings of the Finance Committee, as minimum, the following financial reports will be considered.

1. First Meeting (by May) Prepare the budget for the upcoming year beginning October . Study financial operations to date for the current year, budget changes, and variations.
2. (January) Review financial operations to date, make any budget changes or variations deemed necessary; review the audit report and its recommendations.
3. Special Meetings The purpose of the meeting shall be set forth in the call for such a meeting.

OTHER RESPONSIBILITIES

1. Review of Contracts and Agreements: The Finance Committee may review all contracts, insurance policies, salary schedules, leases and other documents pertinent to the financial structure of the District.
2. Investments and/or Surplus Funds: The Finance Committee shall review the District procedure for the investment of reserve and/or surplus funds. (These procedures are outlined in the Financial Policies section of the **POLICIES AND PROCEDURES MANUAL.**)

JOB DESCRIPTION OF THE DIVISION COUNCIL

INTRODUCTION

Division (Region) councils, composed of representatives of the Clubs of the Division (Region), are convened by the Lieutenant Governor for purposes of discussion, consultation, and coordination of Kiwanis programs, and activities between the Clubs of that Division (Region).

AUTHORITY

No Club in any division (region) shall be obligated by any action taken at a Division (Region) Council meeting; its decisions constitute recommendations to be voted upon by the individual Clubs of the Division (Region).

FUNCTIONS

1. To promote divisional (regional) cooperation between the Clubs of the Division (Region) and exchange ideas without infringing on the authority of the Club or the District.
2. To provide leadership, education, and cooperation between the Clubs for promoting the programs of the Minnesota-Dakotas District and Kiwanis International.
3. This council may be a vehicle for financing and planning the Governor's official visit to the Division (Region).

COMPOSITION

The personnel of the Division (Region) Council with voting privileges will be the Lieutenant Governor, the Lieutenant Governor-Elect, all Club Presidents, all Club Secretaries and all past Lieutenant Governors of the District who are active members of a Kiwanis Club of the Division (Region).

MEETINGS AND REPORTS

1. The number and place of meetings should be determined by each Council according to local requirements. It is recommended that at least four meetings be held each year and, wherever feasible and necessary, monthly meetings should be held.
2. The presiding officer at Divisional (Regional) Council meetings should be the Lieutenant Governor and, in emergencies, the Immediate Past Lieutenant Governor shall preside. At its first meeting of the year, a division (region) secretary and a division (region) treasurer may be appointed by the Lieutenant Governor with the approval of the Council members.

3. Minutes of each meeting are presented to the Lieutenant Governor who will distribute one copy to each club president and secretary of the division (region).

**JOB DESCRIPTION OF THE
DISTRICT DIRECTOR OF ADMINISTRATION
ASSISTANT DISTRICT DIRECTOR OF ADMINISTRATION**

JOB SUMMARY:

The Director of Administration will serve a three-year term – the first year as an assistant to the Director, the second year as the Director, and the third year as an advisor to the Director. The Director of Administration will assist the District Governor and Secretary-Treasurer in activities that concern district administration. This will include **supporting the Divisional (Regional) Lt. Governor** (overseeing divisional (regional) activities) to ensure that dues and reports to the District are timely, that protocol and policies of the district are being followed, provide **support** (direction) and training to the divisions (regions) in reaching the goals of the district, and evaluate and report progress to the Governor.

INTERACTION:

1. The Administration Director will be responsible to the Governor.
2. The Director will interact with the District Executive Committee, the Board of Trustees, and the Directors of Education, Membership and Service.

JOB DUTIES:

1. Train the divisional (regional) teams in division (region) and club administration by May 30th.
2. Coordinate administrative responsibilities for the District.
3. **Support** (oversee) the divisional (regional) administrative teams to **enable them to** (ensure they are) function(ing) properly with divisional (regional) administrative responsibilities.
4. Monitor adherence to district by-laws, policies and procedures.
5. Provide **support** (direction) and appropriate materials to divisional (regional) teams.
6. Provide administrative operational status to the Governor.
7. Write an article on club administration for each MINNEKOTAN.
8. Provide training to the Assistant Director and Divisional (Regional) Teams for a successful transition into the next year.

JOB ACCOUNTABILITY:

1. Through training and communication with Divisional (Regional) Teams club reports, election reports and dues paid on time will improve.

JOB REQUIREMENTS:

1. Knowledge of District by-laws, policies and procedures, and reporting requirements.
2. Ability to communicate orally, in writing, by e-mail and by fax in a timely manner.
3. Ability and commitment to give time and travel to divisions (regions) to conduct training.
4. Be committed to the goals of the Strategic Plan.
5. Possess good organizational skill.

WORKING CONDITIONS:

1. Work at home, some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION OF THE
DISTRICT DIRECTOR OF EDUCATION
ASSISTANT DISTRICT DIRECTOR OF EDUCATION**

JOB SUMMARY:

The Director of Education will serve a three-year term – the first year as an assistant to the Director, the second year as the Director and the third year as an advisor to the Director. The responsibilities of the Director will be to create and maintain complete education programs for the Minnesota-Dakotas District. The Director will manage distribution of all materials pertaining to Kiwanis Education in the District. The Director will supervise and evaluate all District education programs.

INTERACTIONS:

1. The Director of Education will work closely with the Governor, and the Board of Trustees to see that the best education programs possible are being offered to every Kiwanian in the District.
2. The Director of Education will interact with the District Executive Committee, the Board of Trustees, and the Directors of Administration, Membership, and Service.

JOB DUTIES:

1. Supervises **District** education, **supports Divisional (Regional) Directors of Education**, prepares education (site) materials, as well as develops all **District** Educational schedules, and (education) sites.
2. Assist each division (region) with the selection **and provides required training for certification** of educational personnel for their division (region).
3. Assist with orientation programs for member recruitment and retention.
4. Continue to develop programs and expand on all programs offered by Kiwanis International.
5. Maintain a cadre of District Kiwanis Educators.

JOB ACCOUNTABILITY:

1. All club officers will be trained each year for the leadership roles to which they are elected.
2. Successful educational programs will lead to divisional (regional) growth in membership, and number of clubs.

JOB REQUIREMENTS:

1. Leadership and communication skills are necessary.
2. The Director must have the ability and commitment to give time and travel to divisions (regions) to conduct training.

3. The Director must be well informed regarding all information about Kiwanis.
4. The Director must be a certified Kiwanis educator.

WORKING CONDITIONS:

1. The Director will work from home, with some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION OF THE
DISTRICT DIRECTOR OF MEMBERSHIP
ASSISTANT DISTRICT DIRECTOR OF MEMBERSHIP**

JOB SUMMARY:

The Director of Membership will serve a three-year term – the first year as an assistant to the Director, the second year as the Director and the third year as an advisor to the Director. The responsibilities of the Membership Director will be to assist the Governor in creating, maintaining, and motivating membership programs for the District.

INTERACTION:

1. The Director will be responsible to the Governor
2. The Director of Membership will interact with the District Executive Committee, the Board of Trustees, and the Directors of Administration, Education, and Service.

JOB DUTIES:

1. The Director will have responsibility for **supporting** [supervising] successful implementation of membership programs by the Divisional (Regional) team.
2. The Director will provide guidance and materials to the Divisional (Regional) administrative teams concerning new club building, membership growth, orientation and retention.
3. The Director will educate secretaries on closely monitoring and reporting growth and retention.

JOB ACCOUNTABILITY:

1. Success will be measured by an increase in the number of clubs in the District.
2. Success will be measured by growth in individual club membership, establishment of a formal orientation program for each club, retention of members.
3. Success will be measured by an increase in membership numbers and vitality of under charter strength clubs.

JOB REQUIREMENTS:

1. The Director will be enthusiastic and motivational.
2. The Director will have leadership and communication skills.
3. The Director must be well informed of International and District Membership development plans and goals.

WORKING CONDITIONS:

1. The Director will work from home, with some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION OF THE
DISTRICT DIRECTOR OF SERVICE
ASSISTANT DISTRICT DIRECTOR OF SERVICE**

JOB SUMMARY:

The Director of Service will serve a three-year term – the first year as an assistant to the Director, the second year as the Director and the third year as an advisor to the Director. The Director of Service will assist the District Governor and Secretary-Treasurer in creating and maintaining effective service programs for the District. The Director will manage distribution of all materials pertaining to Kiwanis Service. The Director will be responsible for **supporting Divisional (Regional) Directors of Service and Club Service Chairs** (the supervision and giving of help to the appointed chairs and administrators) of the sponsored **service** programs of Kiwanis.

INTERACTION:

1. The Director will be responsible to the Governor.
2. The Director of Service will interact with the District Executive Committee, the Board of Trustees, and the Directors of Administration, Education, and Membership.

JOB DUTIES:

1. The Director will be responsible for maintaining the following programs: Young Children Priority One (including WSP); Community Services (including Youth Services); Human and Spiritual Values and Kiwanis Sponsored Programs (Family Members).
2. The Director will have responsibility for supervising successful implementation of service programs by the Divisional (Regional) Team.
3. The Director will continue to develop service programs, and expand on all programs offered by Kiwanis International.

JOB ACCOUNTABILITY:

1. The success will be measured by growth in the number of Kiwanians participation in service projects.

JOB REQUIREMENTS:

1. Leadership and communication skills are necessary.
2. The Director must have the ability and commitment to give time and travel to division (regions) to conduct training.
3. The Director must be well informed regarding all information about Kiwanis.

WORKING CONDITIONS:

1. The Director will work from home, with some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION OF THE
DIVISIONAL (REGIONAL) DIRECTOR OF ADMINISTRATION
ASSISTANT DIVISIONAL (REGIONAL) DIRECTOR OF ADMINISTRATION**

JOB SUMMARY:

The Divisional (Regional) Director of Administration will serve a three-year term – the first year as an assistant to the Director, the second year as the Director, and the third year as an advisor to the Director. The Director of Administration will assist the Lt. Governor and Secretary-Treasurer in activities that concern district administration. This will include **supporting the Divisional (Regional) Lt. Governor** (overseeing divisional (regional) activities) to ensure that dues and reports to the District are timely. That protocol and policies of the district are being followed, provide **support** (direction) and training to the division (region) in reaching the goals of the district, and evaluate and report progress to the Lt. Governor.

INTERACTION:

1. The Divisional (Regional) Director of Administration will be responsible to the Lt. Governor.
2. The Divisional (Regional) Director will interact with the Divisional (Regional) Executive Committee, and the Directors of Education, Membership and Service.

JOB DUTIES:

1. Coordinate administrative responsibilities for the Division (Region).
2. **Support** (oversee) the divisional (regional) administrative teams to **enable them** to (ensure they are) function(ing) properly with divisional (regional) administrative responsibilities.
3. Monitor adherence to district by-laws, policies and procedures.
4. Provides **support** (direction) and appropriate materials to divisional (regional) teams.
5. Provide administrative operational status to the Lt. Governor.
6. Provide training to the Assistant Director and Divisional (Regional) Teams for a successful transition into the next year.

JOB ACCOUNTABILITY:

1. Through training and communication with Divisional (Regional) Teams club reports, election reports and dues paid on time will improve.

JOB REQUIREMENTS:

1. Knowledge of District by-laws, policies and procedures, and reporting requirements.
2. Ability to communicate orally, in writing, by e-mail and by fax in a timely manner.
3. Ability and commitment to give time and travel to division (region) to conduct training.
4. Be committed to the goals of the Strategic Plan.
5. Possess good organizational skills.

WORKING CONDITIONS:

1. Work at home, some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION OF THE
DIVISIONAL (REGIONAL) DIRECTOR OF EDUCATION
ASSISTANT DIVISIONAL (REGIONAL) DIRECTOR OF EDUCATION**

JOB SUMMARY:

The Divisional (Regional) Director of Education will serve a three-year term – the first year as an assistant to the Director, the second year as the Director and the third year as an advisor to the Director. The responsibilities of the Director will be to create and maintain complete education programs for the Division (Region). The Director will manage distribution of all materials pertaining to Kiwanis Education in the Division (Region). The Director will supervise and evaluate all Divisional (Regional) education programs.

INTERACTION:

1. The divisional (regional) education **Director will be responsible to** (team will work closely with) the Lt. Governor to assure the clubs are receiving the best education programs with **the** divisions (regions) {al} Lt. Governor.
2. **Coordinates with other** [and} Regional **Directors on training needs in their area of responsibility.** [team]
3. Assist the division (region) with trained people to help implement programs.
4. Offer help to the division (region) that relates to member retention, and membership recruitment.
5. Works with District Education Director to be sure the best programs are being offered to the membership.
6. Continue to seek out educational personnel within the division (region).

JOB ACCOUNTABILITY:

1. **Ensures** [establish a policy] that ALL club officers will be trained each year for the leadership role they were elected to do.
2. Evaluate clubs within the division (region), to determine the impact of the education program for each club.

JOB REQUIREMENTS:

1. **Attend the required training to become a Certified Trainer.**
2. **Maintain the latest skills necessary to ensure a well-trained Division (Region).**
3. Leadership skills, people skills, and communication skills are necessary.
4. Divisional (Regional) director will need to have the time and commitments to give time and travel to the division (region).
5. Work closely with the District Director of Education.

WORKING CONDITIONS:

1. The divisional (regional) director will work from home, with some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION FOR THE
DIVISIONAL (REGIONAL) DIRECTOR OF MEMBERSHIP
ASSISTANT DIVISIONAL (REGIONAL) DIRECTOR OF MEMBERSHIP**

JOB SUMMARY:

The Divisional (Regional) Director of Membership will serve a three-year term – the first year as an assistant to the Director, the second year as the Director and the third year as an advisor to the Director. The responsibilities of the Membership Director will be to assist the Lt. Governor in creating, maintaining, and motivating membership programs for the Division (Region) and District.

INTERACTION:

1. The Divisional (Regional) Director of Membership [Director] will be responsible to the **Lt. Governor for the success of membership programs in the division (region). The Divisional (Regional) Director will coordinate with the [Executive Team and] District Director of Membership, and [will also interact with] the International Club Development Manager to ensure the most successful programs are being implemented.**

JOB DUTIES:

1. Develop a Divisional (Regional) Membership Team.
2. Survey each club in the Division (Region) to determine the Club's membership history.
3. Develops plans to assist clubs deficient in **membership and coordinate these plans with the Lt. Governor.** [programs].
4. Coordinate program and material needs through the District Membership Director.
5. Establish progress-reporting procedure.
6. Present a workshop at the divisional (regional) meeting with details about membership growth, orientation and retention.

JOB ACCOUNTABILITY:

Success will be measured on the number of new members in each club in the division (region), retention of present members in each club in the division (region) and orientation of new members by each club in the division (region).

JOB REQUIREMENTS:

1. Ability to communicate orally, in writing, by e-mail and by fax in a timely manner.
2. Enthusiasm and motivational abilities for developing Membership Growth, Orientation and Retention of Members.
3. Ability and commitment to give time and travel to work throughout the division (region) to develop membership programs.
4. Knowledge of procedures for Membership Program Development.

WORKING CONDITIONS:

1. The Director will work from home, with some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION FOR THE
DIVISIONAL (REGIONAL) DIRECTOR OF NEW CLUB BUILDING
ASSISTANT DIVISIONAL (REGIONAL) DIRECTOR OF NEW CLUB BUILDING**

JOB SUMMARY:

This position will create a plan of action to include a divisional (regional) survey for the development of new club building.

INTERACTION:

The Divisional (Regional) **Director of New Club Building** [Director] will be responsible to the **Lt. Governor for the success of new club building programs in the division (region)**. The Divisional (Regional) **Director will coordinate with the** [Executive Team and] District Director of Membership, and [will also interact with] the International Club Development Manager **to ensure the most successful programs are being implemented.**

JOB DUTIES:

1. Develop a Divisional (Regional) New Club Building Team.
2. Create a plan of action for the Division (Region) that will identify areas for prospective new clubs **and coordinate this plan with the Lt. Governor.**
3. Conduct site surveys.
4. Developing recruitment teams to establish membership drives of potential members in prospective communities.
5. Communicate with and involve the International Club Development Manager in the divisional (regional) new club building process.
6. Present a workshop at the divisional (regional) meeting with details about new club building.

JOB ACCOUNTABILITY:

Success will be measured on the number of new clubs built and retained in the division (region).

JOB REQUIREMENTS:

1. **Accomplish the required training to become a certified new club builder.**
2. **Maintain the latest** knowledge of procedures for New Club Building.
3. Ability to communicate orally, in writing, by e-mail and by fax in a timely manner.
4. Ability and commitment to give time and travel to work throughout division (region) to develop new clubs.
5. Enthusiasm and motivational abilities for recruiting and New Club Building.

WORKING CONDITIONS:

1. The Director will work from home, with some travel involved.
2. Some Expenses will be reimbursed.

**JOB DESCRIPTION FOR THE
DIVISIONAL (REGIONAL) DIRECTOR OF SERVICE
ASSISTANT DIVISIONAL (REGIONAL) DIRECTOR OF SERVICE**

JOB SUMMARY:

The Divisional (Regional) Director of Service will serve a three-year term – the first year as an assistant to the Director, the second year as the Director and the third year as an advisor to the Director. The Director will develop and implement the Division's (Region's) plans for Service by the division (region) and individual clubs within the Divisional (Regional) boundaries, of the sponsored **service** programs of Kiwanis.

INTERACTION:

The Divisional (Regional) Director of Service will be responsible to the **Lt. Governor for service projects in the division (region). The Director will coordinate with** [Divisional (Regional) Executive Team and] the District Director of Service **for support as needed in accomplishing Divisional (Regional) service projects.**

JOB DUTIES:

1. Develop a Divisional (Regional) Service Team.
2. Survey each club in the Division (Region) as to the Service Projects/Programs being offered.
3. Develop plans to assist clubs that need help in developing new Service Projects **and coordinate with the Lt. Governor.**
4. Establish a network of Services being done and also those needed within the Division (Region).
5. Present a workshop at the divisional (regional) meeting with details about Service Projects.

JOB ACCOUNTABILITY:

Success will be measured on the number of new Service Projects/Programs offered by each club in the Division (Region).

JOB REQUIREMENTS:

1. Ability to communicate orally, in writing, by e-mail and by fax in a timely manner.
2. Enthusiasm and motivational abilities for developing new Service projects in clubs.
3. Ability and commitment to give time and travel to work throughout the division (region) to develop service projects/programs.
4. Have knowledge of Kiwanis International Service Projects/Programs and help available from Kiwanis International.

WORKING CONDITIONS:

1. The Director will work from home, with some travel involved.
2. Some expenses will be reimbursed.

**JOB DESCRIPTION FOR THE
DIVISIONAL (REGIONAL) DIRECTOR OF KIWANIS FAMILY
ASSISTANT DIVISIONAL (REGIONAL) DIRECTOR OF KIWANIS FAMILY**

JOB SUMMARY:

Kiwanis International Support of a Sponsored Program – Some service projects involve sponsorship of a service club for a group of people who cannot join and participate in a Kiwanis Club. Kiwanis International has assumed a level of support for five such sponsored service club projects: K-Kids, Builders Club, Key Club, Circle K, and Aktion Club. These sponsored service club projects are called the “sponsored programs” of Kiwanis International. Adoption as a sponsored program by Kiwanis International involves a higher level of support, including registration and tracking of clubs, specialized communications for the clubs and sponsors, and promotion to other Kiwanis clubs. Kiwanis International assumes responsibility for providing funding for future development and maintenance of the program.

INTERACTION:

1. The Sponsored Programs Divisional (Regional) Director and Club Sponsored Chair will work closely with the Kiwanis four District Directors of Administration, Education, Membership, and Service.
2. The Director and Club Sponsored Chair will be direct advisors to the Lt. Governor and Executive Committee.

JOB DUTIES:

1. Supervise Kiwanis Family sponsored programs at the club and divisional (regional) levels.
2. Work with club-sponsored chairs and school advisors.

JOB ACCOUNTABILITY:

1. The Kiwanis District Board of Trustees, the Constitution and Bylaws of Key Club International, and Circle K International, District Bylaws shall govern operations for all sponsored activities on the divisional (regional) and club level only.
2. The maintenance of all Key Club and Circle K District records and finances shall be under the supervision of the Kiwanis District Board of Trustees. All other sponsored programs are at the divisional (regional) and club level only.

JOB REQUIREMENTS:

1. Leadership, communications, and young people skills.
2. Knowledge and understanding of Kiwanis policies and bylaws along with sponsored youth policies and bylaws.
3. The ability and commitment to give time and travel to this position of working with our youth and Kiwanis.

WORKING CONDITIONS:

1. The Divisional (Regional) Director will work from home with some travel involved.
2. Some expenses will be reimbursed.

JOB DESCRIPTION FOR THE CLUB REPRESENTATIVE TO THE DIVISION (REGION)

BACKGROUND:

Kiwanians at the club level have historically been concerned about a lack of communication between clubs and every administrative level on through the International. The position of Divisional (Regional) Club Representative has been created to address this concern. An informed club and an informed division (region) will result through implementation of this plan which will allow club members to be heard by the divisional (regional) level while gaining a high sense of awareness about their division (region). It is a position providing mutual benefit for all.

SUMMARY:

The Divisional (Regional) Club Representative, acting as ambassador, sustains responsible and meaningful communication between a Kiwanis club and its divisional (regional) Lt. Governor, and official and vital liaison.

INTERACTION:

In order to fulfill the position's responsibilities, the Representative will interact closely with the Lt. Governor Team and the club's officers and members.

CLUB RESPONSIBILITY:

Each club within the division (region) shall establish the position of Club Divisional (Regional) Representative. The person to assume this position shall be appointed by the president-elect and must be approved by the club's board of directors no later than the date of the annual club election. The appointee should not be the club president, president-elect, secretary, or treasurer. The term of appointment shall be for one year and shall run with the fiscal year. An individual may be re-appointed to this position but club leadership should encourage new appointments each year. The club secretary shall notify the **Divisional (Regional) Lieutenant Governor** and the District Director of Administration no later than June 1st each year with the name of the individual so appointed and approved for this position to allow successful divisional (regional) planning and implementation. Each year the club must send the appointee to Club Leader Education (CLE) that will be held at the divisional (regional) level. The club will not be charged a fee for such participation by the appointee when the President-Elect and Secretary are also in attendance. The Club Divisional (Regional) Representative should be identified in the club's annual membership directory. Any miscellaneous expenses, which may be anticipated to support this position, should be included in the club's annual budget.

POSITIONAL RESPONSIBILITY:

The representative will promote open dialogue between the club's general membership, directors and officers and the Lt. Governor Team on a regular basis. The representative and the Lt. Governor will jointly determine the frequency of this dialogue.

ACCOUNTABILITY:

When the operational details of this position are executed properly, a system of open communication and information will exist between the division (region) and the club for purposes of helping the membership better benefit those it intends to serve.

JOB REQUIREMENTS:

1. Should be able to verbally address the club membership or board when necessary and make presentations in an organized fashion.
2. Should be able to write coherently.
3. Should have word processing and e-mail capabilities.
4. Should be organized and detail-oriented, following through with communications on an accurate and timely basis.
5. Should have record-keeping skills necessary to maintain and retrieve information.
6. Should be willing to submit short informational pieces for the club newsletter or bulletin when necessary.
7. Should be able to attend the CLE program with the club President-Elect and Secretary.
8. Should be able to attend the annual Governor's Divisional (Regional) Visit and other events, which may be recommended by the Lt. Governor.

WORKING CONDITIONS:

1. Work for position will be at home, with some travel involved.
2. The club will provide necessary supplies and appropriate reimbursements.

(ABOVE JOB DESCRIPTIONS APPROVED BY MINNESOTA-DAKOTAS DISTRICT BOARD, AUGUST 12, 2001)

(DISTRICT SECRETARY/TREAS AND DISTRICT CONVENTION DIRECTOR DESCRIPTIONS APPROVED JANUARY 15, 2005)