



## **Expectations for Officers and Trustees**

The positions of Officers and Division Trustees of the Florida Kiwanis Foundation carry with them certain expectations, if the Foundation is to fulfill its mission to the Sponsored Leadership Programs and the Kiwanis clubs in the Florida District of Kiwanis International and if the Foundation is to grow and prosper. Toward these ends, the Board of Trustees proposes to confirm the following expectations for Trustees of the Foundation during the Administrative Year:

1. To attend all Board meetings and training, unless excused by communication with the President or the Executive Director/Secretary in advance.
2. To be a contributing member of a committee of the Board of Trustees as requested by the FKF President and Chairperson of that committee.
3. To participate in the Club Leadership Education for their home Division with the Lieutenant Governor and to present Foundation's programs.
4. To attend all Division Council meetings to report on Foundation activities and to promote Foundation giving opportunities.
5. To visit every Kiwanis Club in the Division at least two times during the Administrative Year, once as an official visit to present a weekly program to the club on the Foundation purpose, structure, and programs, utilizing the Foundation video and preferably accompanied by the Lieutenant Governor.
6. To submit such reports on Foundation activities in the Division to the Executive Director as may be specified by the President or the Board of Trustees.
7. To review any grant application submitted by a Kiwanis Club in the Division, or by the Division itself, verifying its compliance with the Grant Guidelines, and to forward any final application to the Secretary not later than the prescribed deadline, together with the endorsement of the Lieutenant Governor and the Trustee as to its compliance with the Guidelines.
8. To participate in the activities of the Foundation Board at the Training Conference (May), the District Convention (August), Zone Conference (TBA); and/or Mid Year Board Meeting (TBA).

9. To secure the Annual Support Contribution equal to at least \$5 per member for the Florida Kiwanis Foundation and to collaborate with the Lieutenant Governor to secure the Annual Club Gift for the Kiwanis International Foundation and the division treasury, as appropriate, from 100% of the Kiwanis clubs in the Division, all to be received not later than December 31.
10. To solicit the Lieutenant Governor and at least the President, the Secretary, and the Sponsored Leadership Education Chair of every Kiwanis club in the Division as a new or renewing sustaining member.
11. To secure at least a 50% renewal rate of existing sustaining members in the Division.
12. To solicit new sustaining members equal to at least 10% of the total membership in the Kiwanis clubs in the Division.
13. To personally become, as is possible, a Ralph Davis Fellow.
14. To solicit at least one additional Ralph Davis Fellow.
15. To personally become, as is possible, a member of the Florida Kiwanis Legacy Society.
16. To solicit at least two additional Florida Kiwanis Legacy Society members.
17. To solicit one corporate gift of at least \$200.00 in support of the Foundation's operating expenses.