

ADDENDUM A

District Trustee Responsibilities

- I. District Trustee Responsibilities to ADHA
 - A. Serves as ex-officio member and attends all meetings of the HOD.
 - B. Serves as board advisor to councils, committees or as liaison representative as determined by the president.
 - C. Promotes the mission and goals and has working knowledge of all policies.
 - D. Attends all Board of Trustees meetings and is well-prepared.
 - E. Attends ADHA workshops of national importance if feasible.
 - F. Attends and participates in annual session functions as directed by the president. (BOT-124-97)
 - G. Pertinent information from constituents should be submitted to be included in board mail.
 - H. Submits recommendations for HOD personnel to the president as requested. (BOT-12-99)
 - I. Completes Trustee Assessment tool in the spring.

- II. District Trustee Responsibilities to District/Constituents
 - A. Serves as the official liaison between the ADHA and the members of the constituents/districts.
 - B. Assists constituents with organizational needs.
 - C. Assists delegates in preparation for the annual session.
 - D. Communicates regularly with constituent officers. (BOT-125-97)
 - E. Promotes and conducts workshops, which includes the delegate workshop and caucus.
 - F. Manages the selection process for the student delegate of the district according to procedures and timeline. (BOT-127-97)
 - G. Identifies one member from the district to serve as the district student liaison. (BOT-20-01)
 - H. Attends one meeting of each constituent per year. Any additional meetings in which the district trustee is requested to attend would be the financial responsibility of the constituents of the district. (BOT-128-97)
 - I. A trustee shall be reimbursed an additional day each fiscal year to hold strategic planning, leadership, membership or legislative workshops, or to address the specific constituent needs upon written request to the trustee by the constituent. (BOT-59-05)
 - J. Mentors and provides educational information to the membership.
 - K. Provides constituents with guidelines for the president's visit.
 - L. Maintains District Listserv (See Listserv Guidelines and Best Practices)
 - M. Mentors members interested in district trustee position and council/committees appointments.

1. The trustee facilitates the election process. If the trustee is running for reelection, the trustee shall appoint a head delegate from one of the constituents within that district to facilitate the election. (Refer to Bylaws, Article V, Sections 6&7).
2. If the candidate chooses to utilize campaign material, only one 8 1/2 X 11" sheet of biographical data shall be acceptable. Material may be double-sided.
3. If the district chooses, a candidates' forum may be conducted. The candidates' forum may include speeches, not to exceed five minutes.
4. A candidates' forum may include a question and answer period. All questions shall be nondiscriminatory. The facilitator will determine if questions are discriminatory. Personal questions pertaining to race, color, religion, sex, age, marital status, family affiliations, sexual orientation or national origin are not acceptable. Each candidate will be allowed to respond to the same questions.
5. Voting shall be by secret ballot. In the event of a tie, another ballot will be taken. Only the two candidates with the tie vote will be considered on the second ballot. In the event of a tie on the second ballot, the trustee or designated election facilitator will determine a mechanism to break the tie on the third ballot. (BOT-19-98)