

101 Ambassadors Committee

101.1 The Ambassadors Committee Chairman shall be responsible for all coordination, follow-up and specific assignments of the Foundation board members.

- A. The Foundation President may request support and assistance from the District Governor. This may encompass support and assistance from the District Board of Trustees and/or assigned Kiwanians.

Each elected board member will represent the Foundation in those divisions, as assigned by the Ambassadors Committee Chairman.

- B. Each elected board member will present at least one program in each assigned division during the administrative year, as negotiated with the Lt. Governor of the division, in support of Foundation programs.
- C. Each elected board member will be available to their respective divisions, as may be requested, to assist in education of and support for Foundation programs, and to work with the Foundation Ambassador, or as may be assigned by the District Governor or Lt. Governor for the division.
- D. Each Foundation board applicant will be apprised of this policy.

102 Foundation Ambassadors

102.1 Foundation Ambassadors shall be Kiwanians named by the Ambassador Committee Chairman in conjunction with the Foundation President, to serve the interests of the Foundation in their own or assigned divisions, for a term of three (3) years.

- A. Ambassadors may be nominated by the division Lt. Governor or the District Governor. Ambassadors may represent more than one division.
- B. Ambassadors are responsible for the direct role of representing the Foundation and to provide programs and information on Foundation programs and activities to Kiwanians in the assigned division, including programs that carry out the primary focus of the Foundation.
 1. Ambassadors shall encourage Kiwanians and Kiwanis clubs in the assigned division to support the programs of the Kiwanis Cal-Nev-Ha Foundation and Kiwanis International Foundation.
 2. Ambassadors shall provide each club in the assigned division with at least one Foundation program, and regular updates on Foundation activities. Updates on programs can be electronic "newsletters" or direct electronic mailings, or at scheduled division meetings.
 3. Ambassadors shall assist the clubs in the assigned division with matters concerning the Cal-Nev-Ha Foundation or the Kiwanis International Foundation, as requested.

- C. Ambassador training shall include, at minimum, the following:
 - orientation regarding duties at the District Convention;
 - training and refresher courses at Mid-Year Conferences;
 - resource materials in the form of a "Foundation Ambassador Resource" binder, audio-visual materials, and printed materials on Foundation activities and programs;
 - Ambassadors' Newsletters, electronically or printed throughout the administrative year;
 - voucher process for mileage reimbursement;
 - D. Ambassador resources shall include printed, electronic or written information, including coordination with Foundation Ambassador Committee Chairman and Foundation staff.
 - E. Ambassadors shall attend scheduled training at Mid-Year Conferences, or District Convention, prior to assuming the duties of Foundation Ambassador.
 - F. Mileage reimbursement may be provided for travel for Foundation Ambassadors in the annual budget of the Foundation.
 - G. "Agreement by Cal-Nev-Ha Foundation Ambassador to Perform the Duties of Their Offices" shall be signed by, and a copy of the signed form provided to, the Foundation Ambassador. (Copy of current agreement is attached to this policy).
 - H. "Conflict of Interest Policy / Disclosure Agreement" shall be signed by, and a copy of the signed form provided to, the Foundation Ambassador. (Copy of the current policy/disclosure agreement is attached to this policy).
 - I. "Duties and Responsibilities of a District Foundation Ambassador" booklet shall be provided to each prospective Foundation Ambassador as part of orientation or training. (Copy of the current booklet is attached to this policy).
- 102.2 Each prospective Foundation Ambassador shall be informed of this policy, and copies of the required forms provided as part of orientation or training for Foundation Ambassadors.
- 102.3 Lt. Governors should not serve as Foundation Ambassadors during their terms of office.