

## **District Trustee Responsibilities to ADHA**

- Serves as ex-officio member and attends all meetings of the HOD.
- Serves as Board Advisor to committees or as liaison representative as determined by the President.
- Promotes the mission and goals and has working knowledge of all policies.
- Attends all Board of Trustees meetings and is well-prepared.
- Attends ADHA workshops of national importance if feasible.
- Attends and participates in Annual Conference functions, as directed by the President.
- Submits recommendations for HOD personnel to the President as requested.
- Completes Trustee Assessment tool.

## **District Trustee Responsibilities to Constituents**

- Serves as the official liaison between the ADHA and the members of the Constituents.
- Assists Constituents with organizational needs.
- Conducts outreach to dropped and non-renewed members.
- Assists the Speaker of the House with preparing delegates for the Annual Conference.
- Communicates regularly with Constituent officers.
- Promotes and conducts virtual meetings prior to and after the Delegates Manual is released.
- Serve as a reference for PR & PBY amendments.
- Manages the selection process for Student Delegates according to procedures and timeline. (Identifies one delegate or alternate to serve as the student liaison.)
- Constituent visits require approval of the President on a case by case basis, the purpose of which should support the Strategic Plan and include proposed expenses.
- Mentors and provides educational information to the membership.
- Mentors members interested in task force groups and committees' positions.
- Mentors members interested in Trustee position as follows:
- Prior to leaving the position, the sitting Trustee must identify and mentor an eligible candidate or candidates for the position of Trustee in

collaboration with the Leadership Development Committee. The Nominating Committee will be informed of any candidate(s) for Trustee in coordination with the Trustee's declaration of intent to leave the position or seek an ADHA officer position.

- In the event a Trustee seeks and is elected to an ADHA officer position prior to the end of his or her two (2) year term, the vacancy will be filled by Presidential appointment according to ADHA Bylaws Article V, section 15. In the event the Trustee is not elected, the Trustee will remain in the position to fulfill his or her two (2) year term.

### **District Trustee Election and Reelection Process**

- The trustee must appoint one of the district delegates to facilitate the election process.
- All district trustee elections must be held face-to-face at a district meeting or caucus held preceding Annual Conference of the HOD but not before the last Friday in April.
- Candidates for Trustee must complete the Candidates for District Trustee Bio-Data Form.
- A candidate's forum must be conducted.
  - 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.
  - The election facilitator must appoint a time keeper for the candidate's forum. The election facilitator will also appoint up to 4 alternate delegates as tellers. A candidate for trustee cannot serve as a teller.
  - The candidates' forum must include candidate's speeches not to exceed five minutes.
  - A question and answer period will follow the speeches. 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.

- Each candidate will be given a set amount of time to respond to each question.
- 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 designated election facilitator will determine a mechanism to break the tie on the third ballot.
- While any member may participate in the candidate's forum, only delegates may vote for the district trustee. Alternate delegates do not vote.
- After the election the secret ballots should be given to the election facilitator until the trustee is installed. After installation the ballots should be destroyed.
- Questions regarding the district trustee election process will be addressed by the election facilitator prior to the delegation meeting or caucus in which the election will take place.