

Expression of Interest (EOI)
District Secretary-Treasurer (DST)
Eastern Canada & Caribbean District of Kiwanis International

1. Overview

The Eastern Canada & Caribbean (EC&C) District of Kiwanis International invites **Expressions of Interest** from qualified Kiwanians for the operation of the District Office and the position of **District Secretary-Treasurer (DST)**. This contracted role provides administrative leadership, financial oversight, and operational continuity for the District in accordance with District Policy Section 5.0.

The DST is appointed by the Governor and serves during the Governor's term.

2. Key Responsibilities

Candidates expressing interest should be prepared to fulfill all duties outlined in District Policy Section 5.4, including:

- Maintaining all District records.
 - Supporting the Governor and Board of Trustees in conducting District business.
 - Serving as an ex-officio member of the District Board of Trustees, Finance Committee, and District Convention Committee.
 - Managing the District Office, including staff supervision.
 - Processing communications from Kiwanis International and supporting required reporting.
 - Recording minutes for District Board meetings and District Conventions.
 - Attending Kiwanis International Conventions and International Council meetings (if invited).
 - Managing financial accounts, internal controls, deposits, disbursements, and reporting.
 - Providing regular financial updates to the Board of Trustees and Service Leadership Programs.
 - Ensuring proper succession planning and transfer of District property and electronic files.
 - Carrying out additional duties as assigned by the Governor or Board of Trustees.
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3. Required Qualifications

Applicants **must** meet the qualifications outlined in District Policy Section 5.2:

- Active member of a Kiwanis Club within the EC&C District.
 - Demonstrated experience in office administration, including HR, contract preparation, and negotiation.
 - Strong information technology skills, including word processing, data management, and digital record-keeping.
 - Solid understanding of accounting principles and financial reporting.
 - Working knowledge of parliamentary procedure.
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4. Preferred Qualifications

Preference may be given to candidates who:

- Are Past Lieutenant Governors, Past District Trustee or Past Governors (when all other factors are equal).
 - Are proficient in both English and French.
 - Have experience with District-related software and tools, including: Microsoft Office 365, Excel, PowerPoint, Word, Access, Zoom/Teams, Constant Contact, Sage 50 Accounting, WordPress, Adobe, Vimeo, Kiwanis Engage, Boardable, RegFox, Dropbox/OneDrive.
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5. Contract Terms

- The DST serves as an **independent contractor**.
 - Compensation is based on invoices approved by the District Board of Trustees.
 - The District signs a contract for the current year plus the following two years.
 - Either party may terminate the contract with **six months' notice**, with compensation continuing during the notice period.
 - The DST must maintain all electronic files on a shared District drive and support succession for up to 120 days after the contract expiry or cancellation.
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6. Submission Requirements

Expressions of Interest must include:

1. **Cover Letter** outlining interest and relevant qualifications.
 2. **Resume/CV** detailing administrative, financial, and leadership experience.
 3. **Three Professional References** (Kiwanis references encouraged).
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7. Submission Deadline

August 31, 2026

Submit all materials electronically to: **Governor Designate Sharon Williams Smith**

Email: **sharonkiwanisccc@gmail.com**

8. Selection Process

The selection process follows District Policy Section 5.3 and includes:

- **Submission evaluation** and scoring.
 - **Completion of a questionnaire.**
 - **One-hour pre-interview preparation** on computer skills, parliamentary procedure, and translation tasks.
 - **Interview** assessing DST duties, communication skills, and relationships with District stakeholders.
 - **Final scoring and recommendation** to the Governor.
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9. Questions or Clarification

Please direct inquiries to: **Governor Designate Sharon Williams Smith**

Email: **sharonkiwanisccc@gmail.com**