

Duties of a Lieutenant Governor

Yearly Duties

- Make sure that your clubs have updated their contact information as soon as the board has been elected/appointed (preferably by May 15).
- Organize a training conference to train officers and teach members about CKI
- Help charter new clubs in your division
- Visit clubs throughout the course of the year
- Make sure that all your clubs are dues paid by November 1st
- Encourage Kiwanis Family Relations throughout the 2011-2012 year
- Promote Inter-clubbing events
- Organize division events so that clubs in the area can participate in our tenants of service, leadership & fellowship
- Find a successor

Monthly Duties

- Make sure that clubs fill out their MPRF by the 7th of every month (including the summer months).
- Visit clubs throughout the course of the year
- Organize divisional meetings (you should have at least four divisional meetings)
- Attend District Board Meetings (when they occur)
- Fill out Board Reports and Club Status Reports when asked to do so.
- Send **your** personal service hours to District Secretary Sam

Weekly Duties

- Communicate with club officers within your division
- Attend club meetings
- Participate in community service activities (remember, you are **always a member of CKI**)
- Communicate with district board officers (such as myself!)

Duties by Month

April / May

- Get in touch with the new club officers
- Contact your Key Club and Kiwanis counterparts.
- Create a set of goals for yourself.
- Attend District Officer Training Conference
- Organize a divisional council meeting.
- Register for LSSP/ICON

June - August

- Attend LSSP/ICON
- Attend the Summer Board Meeting
- Maintain contact with club officers (especially since it's the summer months)
- Attend District Officer Training Conference
- Possibly organize an online Divisional
- Register for LSSP/ICON

September - November

- Organize a Training Conferences (unless this has been done in April/May)
- Promote recruitment materials for the new semester.
- Have a start of the year divisional
- Make sure all clubs are dues paid by **Nov 1st**
- Promote New York Speaking
- Meet your new Kiwanis counterparts
- Attend all board meetings

December - February

- Organize another divisional council meeting
- Promote District Convention to your clubs
- Attend all board meetings
- Find a successor
- Organize a date and location for your Election Divisional Meeting.

March

- Review your goals (and assess whether you have achieved them or not)
- Attend District Convention

- Train your successor

Nifty Divisions, Nifty Ideas

Divisional Meeting

- Meetings in which clubs of a division get together to discuss district and division events and review past and future club events.
- Requires quorum (50% of all clubs + 1) to transact business
 - Business: voting on amendments to policy codes or bylaws, nominating/electing officers or anything within a division that requires a vote.
- Divisions are organized and run by the Lieutenant Governor

Division Events

- Division events are large events that are organized by clubs within a division and their Lieutenant Governor. This is different from a divisional, which is meant more for business/administrative purposes. Division events can be socials, fundraisers or service projects, but focus more on the fun side of CKI (rather than the paperwork-loaded side)
- Division Events can include ideas such as dance parties, barbeque spring picnics, participating as a group at a soup kitchen, or organizing a food drive together.
- Some Division Events promote a little healthy competition. For example, having a penny wars between the clubs in a division (and have it all collected at a fundraiser event or divisional meeting) could encourage clubs to participate more because of the bragging rights.

Division Project

- Division projects are focuses on a specific cause. They can encompass service hours, fundraising money or both. A division project should be a focus that lasts a significant amount of time, like a semester or a year.
- Reward your clubs for participating in the Division Project!
- Need ideas for division projects? Here are some suggestions:
 - Focusing on "going green" (recycling projects)
 - Concentrate on one of our International Service Partners (Better World Books, March of Dimes or STUFH), or our International Service Initiative (UNICEF'S ELiMiNaTe Project)
 - Promote animal-related events (fundraising to WWF or spending time at an animal shelter or animal rescue home)
 - Emphasize cooking-related service projects (like Soup Kitchens or Ronald McDonald Houses)
 - Have service projects that concentrate on working with autistic children or children with mental handicaps.

Division Officers

- Some divisions like to have appointed divisional offices to increase leadership opportunities, find leaders who are interested in participating more within the division, and to decrease the heavy workload of the Lieutenant Governor. While these positions are a good way to get clubs involved on the division and district level, too many positions will cheapen the role of the LtG and the role of each divisional officer.
- As a recommended amount, no division should have more than one or two division officers other than the Lieutenant Governor.
- Want suggestions? Here are some examples of division officers
 - Executive Assistant – mainly helps in the day to day procedures and serves as a "vice" to the LtG
 - Division Secretary – Does roll call at divisional, takes minutes and encourages clubs to send in their MPRFs to District Secretary Sam Pontillio
 - Division Editor – creates a division newsletter that clubs can contribute to. Like all continual publications, newsletter should be made on a regular basis, such as once a month or once every two months.
 - Division Webmaster – if a division is particularly "tech savvy," a division webmaster may be utilized to organize the division website and to promote online division resources such as a Facebook page or twitter account.

Club Communication

Club communication is **crucial** in understand how well or poorly a club is doing. Because of this, continual communication is necessary in creating and developing a strong connection with your clubs. And, like people, clubs communicate in many different ways, so you (as their Lieutenant Governor) must learn to be flexible to their many different ways of communication.

Of course, if they are **not** communicating back, this is a completely different matter. It is **your responsibility** to try and reach them in any way you can. This includes trying to call all the officers (if you have their contact information), reaching out to their faculty/Kiwanis advisor, asking their Kiwanis Club (if you do not have their sponsoring Kiwanis club's information, ask me!), and even contacting their school to see if they are still active.

In Person (Face-to-Face)

- This is one of the best ways to communicate with your officer, especially if you have a lot of things to talk about and you need immediate, direct responses.
- If you are discussing a serious situation, you should always try to meet the officer or member face to face in order to discuss the matter. That way, words cannot be misconstrued as they would in other forms of communication.
- This can sometimes also be one of the most difficult forms of communication, as it is always difficult to "find a good time" for everyone.

Phone Calls

- Phone calls are a good alternative to "face-to-face" meetings, especially if you and the officer/member are geographically far away from each other.
- Phone calls still have the advantage of getting immediate response (and still has that personal touch), but lack the ability for you to see the other person.
- Phone calls are especially useful if you have a situation where you need an immediate response that is brief (ex: asking club presidents if they have members attending DCON).
- A major disadvantage of Phone Calls, however, is that some people feel very uncomfortable on the phone and are less willing to explain themselves or talk.

Snail Mail

- With this new "tech savvy," generation, snail mail has lost a lot of its previous uses. I mean, who the heck wants to send snail mail, with postage and envelopes and addresses and blah, when you could just shoot them a quick and speedy email? However, snail mail does have some advantages.
- Snail mail creates a personal touch. We may hate sending mail, but most people **love** getting it. There's just something nice about opening a package of information.
- Snail mail means that a person has a hard copy of whatever you are sending. There are no "I didn't print it out" excuses.
- Add a personal touch by sending nice thank you cards or pretty messages in your mail. Because you're not limited by the electronic aspect, let your imaginations **run wild!**
- These forms of communication can be especially useful in the beginning of the year, as a welcome back package, so that presidents are getting everything that they need for this upcoming CKI year.

Club Communication

Personalizes Email

- A personalized email allow you to address specific situations or issues with individuals, and is probably the most common way you will be reaching individual club officers or members.
- One major issue with emails, in general, is that there may be a response delay time. Some people are fantastic at responding as quickly as possible and other people are simply not as good (not everyone obsessively checks their email every 10 minutes).

- If you are finding that people are not responding to emails, you should utilize one of the other routes, such as phone calls or Facebook.
- While emails are fantastic ways to communicate with clubs, one should always be careful of being polite and sensible through these emails. For further information about emails, check out the "email etiquette" page.

Mailing List

- A mailing list is probably the easiest way to directly reach many people at the same time. This is, in effect, an email is that is sent to a mass audience. Mailing lists are utilized when you are trying to reach the same group over and over (example: a mailing list for the entire New York District).
- This is a less personal but more practical way of sending the same information to people over and over again.
- For particularly detailed information, mailing lists may even be better than face to face communication or phone calls, since people tend to lose information. They may tell you they're writing it down (this is especially popular in the case of phone calls), but , they may just be convincing themselves that "oh, I'll be able to remember the info!" In this way, you have a written copy of what you sent that could be forwarded to them.
- If there is a lot of information to discuss, use a mailing list, but don't forget to break it down in your email so that members realize there are multiple parts. You can do this by creating large headings, color coding your sections or creating a "table of content" at the beginning.

Facebook

- Everyone's always on Facebook, right? Why not take advantage of that by using Facebook as a communicative resource instead of a procrastinating tool?
- Facebook messages are particularly useful for people who don't use emails but are on Facebook all the time. You'd be surprised how often I have found people responding to my Facebook messages instead of my emails! Of course, this is not always the case.
- Facebook groups are particularly useful for uniting a division and for sending them quick, speedy "chunks" of information.
- Facebook chat can be a surprisingly useful too (don't knock it till you try it!), especially for contacting people who seem to never leave their computer. This should never be a main tool (as many people will simply ignore your message), but makes for a good supplementary tool.
- Facebook events are a good way to get members and officers to RSVP for events such as divisional meetings and division events.

Text Message

- And, if all else fails, text messages are also a communicative tool. They can be very impersonal, won't allow for a lot of information and may cost money (don't forget: not all people have unlimited text messages), but can still be useful for you to reach people. Like facebook, some people are just always very quick to responding to text messages.
- Text messages could also be used as "speedy reminders" for other communicative tools (ex: "Call me!")

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Division Training Conferences

Topics to Cover at Division Training Conferences (whatever you may call them):

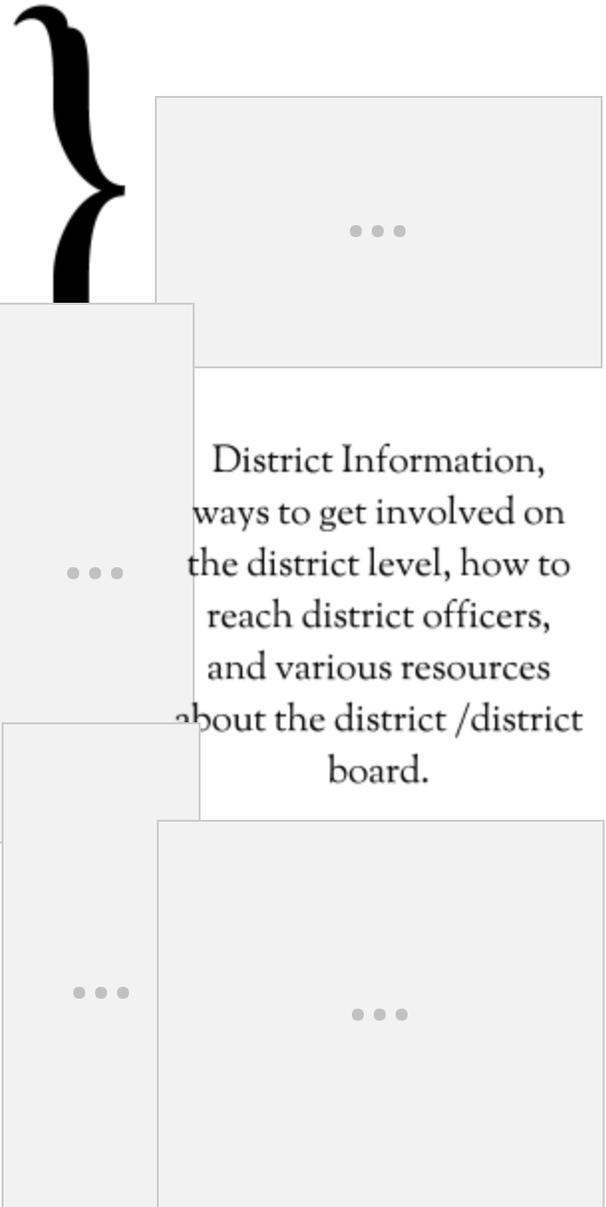
- Position Responsibilities
- Committees
- Meetings
 - General Meetings
 - Executive Meetings
- Communication (or lack thereof)

- The Kiwanis Family
- District Project
- Governor's Project
- District Events
 - District Convention
 - New York Speaking
- Monthly Progress Report Forms

- Dues (and paying them)
- International Service Partners
- International Convention
 - Large Scale Service Project
- The Eliminate Project
- Tomorrow Fund

Notes / Tips

- To incorporate all parts of our three tenants, consider breaking your training conference into three parts: Service (a service project), Leadership (workshops/resources) and Fellowship (a social event or long ice breaker).
- Don't run the entire training conference yourself! Ask past club officers or nearby district officers to help you with various parts of the training conference to give your members the best and the brightest!
- If you have a particularly long training conference, try and get food for your training conference! It's a good incentive for members and clubs to attend (I mean, who could say no to free lunch?), and it shows that you appreciate their time and effort.
- Don't be scared to "team up" with other Lieutenant Governors and District Officers to hold Regional Training Conferences.



Divisional Meetings

How to run a Division Council Meeting (Divisional)

Mock agenda

Call to order

Pledge of Allegiance

CKI Pledge

Roll Call

Ice breaker

Old business

Past District Events / Division Events

Service Hour Reporting (MPRFs)

Club Status Reports

New business

Upcoming District Events

Upcoming Division Events

Division Newsletter/Site

Q&A

Adjournment

