

JOB DESCRIPTION

Your fellow Kiwanians have elected you to one of the key leadership positions in your district. Your responsibilities include helping clubs maintain or increase their membership, opening new clubs, ensuring participation in club leadership education, and increasing club members' engagement and morale. The energy that you give this position will go a long way toward maintaining the health and vitality of the clubs in your division and, by extension, Kiwanis.

RESPONSIBILITIES

Just as the club president is the leader of the club, the lieutenant governor is the leader of the division. Lead the division by implementing organizational goals, developing and leading a strong division leadership team, communicating the vision and messages of the organization, the international president, and district governor to the members in your clubs. The lieutenant governor works with existing clubs and helps open new clubs to strengthen Kiwanis in his or her division. In communication, resources, education opportunities and information, this position is the connection between the clubs and the global Kiwanis organization. The lieutenant governor works closely with club leadership, specifically club presidents, to ensure that they feel supported and have access to information to continuously improve their members' experience.

OBJECTIVE: Create membership growth through club opening, strengthening existing clubs (with an emphasis on those below charter strength), and being an active board member (if applicable).



QUALIFICATIONS

A proven leader with the ability to:

- Communicate the vision.
- Focus energy on the objectives.
- Empower and influence others.
- Motivate and inspire volunteers.
- Lead by example.
- Delegate to staff and volunteers.
- Build relationships.
- Facilitate change.



DUTIES

- Develop and implement a membership growth plan for the division.
- Consult and assist clubs to ensure all clubs are functioning properly, in compliance with Kiwanis International and district policies and procedures and submitting all required reports and payments.
- Plan and make arrangements for the governor's official visit.
- Organize the club leadership education offerings of club officers and committee chairs within the division with the assistance of the district's leadership development coordinator and/or certified instructor.
- Actively promote Service Leadership Programs.
- Participate in lieutenant governor training.
- Facilitate division council meetings.
- Ensures a seamless transition among preceding, current and succeeding lieutenant governors.
- Serves on the district board of trustees (if applicable).

EXPECTATIONS

- Identify communities as potential new-club locations.
- Lead the club-opening team in the division.
- Connect a sponsoring club with a new-club site.
- Mentors new clubs.
- Serve as continual resource for clubs in membership, service, branding and financial viability.
- Visit all clubs in the division.
- Evaluate, coach, support and provide positive reinforcement to Kiwanis clubs in the division.
- Provide tools and resources to address areas of opportunity.
- Share key messages with clubs.
- Encourage participation in club leadership education opportunities.