

2025 LIEUTENANT GOVERNOR TRAINING

Roles and Responsibilities



ROLE AND RESPONSIBILITIES



Role

- Mentor
- Advocate
- Cheerleader
- Liaison
- Board member*



Responsibilities



MENTOR

For club leaders in your division.

Build relationships with club leaders in your division.

Visit clubs both in-person and virtually.

Identify challenges and strengths for clubs.

Have coaching conversations.

What are other ways you can serve as a positive mentor for clubs in your division?

Responsibilities



ADVOCATE

For membership growth within your division. This includes strengthening existing clubs and building new clubs.

Build a membership growth plan.

Nurture clubs.

Support Two for Two.

Assist with new club opening.

What are other ways you can be an advocate for membership growth in your division?

Responsibilities



CHEERLEADER

To celebrate the impact clubs in your division are making in their communities.

Be present.

Recognize impact.

Encourage clubs to stay focused
on their goals.

Celebrate a job well
done.

What are other ways you can cheer on the clubs and members in your division?

Responsibilities



LIAISON

Between Kiwanis International, your district and the clubs within your division.

Host divisional events.

Share important messages.

Offer resources.

Prepare for seamless transitions.

What are other ways you can help members in your division feel prepared and informed?

Responsibilities



BOARD MEMBER

For your district board.

Responsibility 1

Responsibility 2

Responsibility 3

Responsibility 4

KIWANIS 101

Organization basics

Kiwanis 101

- **MOTTO**

Serving the children of the world.

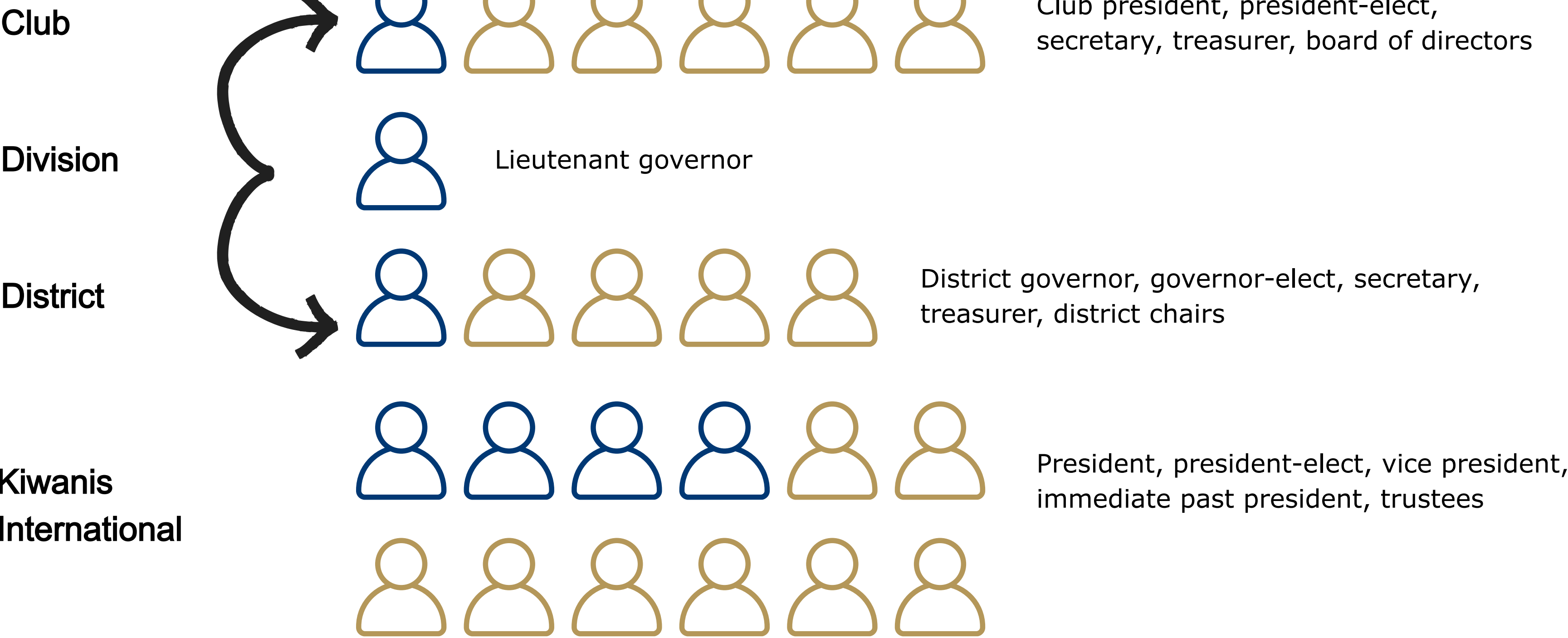
- **DEFINING STATEMENT**

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time.

- **VISION STATEMENT**

Kiwanis will be a positive influence in communities worldwide...so that one day, all children will wake up in communities that believe in them, nurture them and provide the support they need to thrive.

Kiwanis leadership structure



The Kiwanis objects

In 2024, we celebrated the 100th anniversary of the adoption of the Kiwanis objects!

- To give primacy to the human and spiritual, rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and the application of higher social, business and professional standards.
- To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.
- To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism and goodwill.

What do the Kiwanis objects mean to you?

KIWANIS STRATEGIC PLAN

- **MEMBERSHIP AND ENGAGEMENT**

Build, retain and support Kiwanis membership network.

- **LEADERSHIP AND EDUCATION**

Develop competent, confident and caring leaders across the Kiwanis family.

- **COMMUNITY IMPACT**

Perform meaningful service, with service to children as our priority.

- **FINANCIAL VIABILITY**

Ensure financial viability and responsible stewardship.

- **BRANDING AND IMAGE**

Enhance the Kiwanis image and brand worldwide.

**How can you help clubs focus
on the priorities laid out by
the strategic plan?**



PREPARE

Tips and resources



Monthly checklist



LIEUTENANT GOVERNOR PLANNER

MAY 2025

Kiwanis International dates

May 1 Labour Day, Kiwanis International Office (Ghent, Belgium) closed.

May 1-15 Letters sent to convention delegates in Kiwanis clubs with a past-due balance of US\$150 or more.

May 16-18 Kiwanis International Europe Convention, Akureyri, Iceland.

May 26 Memorial day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

May 29 Ascension Day, Kiwanis International Office (Ghent, Belgium) closed.

Checklist *If you completed your lieutenant governor training earlier than May 1, feel free to begin working on this list before May.*

- ☐ Contact the current lieutenant governor to compare notes, gain insights and offer assistance before taking over in October.
- ☐ Coordinate dates for the current lieutenant governor to introduce you to each club and begin shadowing them during their club visits.
- ☐ Become familiar with your district and the Kiwanis International websites. Review current policies and bylaws. Verify dates, times and locations of significant events and finalize plans to attend.
- ☐ Request names and contact information for incoming club presidents and secretaries in the division.
- ☐ Consult with the district leadership development coordinator to learn when and where Club Leadership Education is happening. Share that information with the incoming club officers and make sure they register.
- ☐ Introduce yourself to your Circle K International and Key Club International counterparts.
- ☐ Make plans to attend Kiwanis International and your district conventions.
- ☐ Complete club opener and club coach training modules/webinars.
- ☐ Speak with the governor-elect and the district club opening team about what a good club opening site should look like.
- ☐ Communicate with the current lieutenant governor about the status of clubs currently working on strengthening efforts.

JUNE 2025

Kiwanis International dates

June 9 Whit Monday, Kiwanis International Office (Ghent, Belgium) closed.

June 25 Kiwanis International Board meeting, Pittsburgh, Pennsylvania, USA.

June 25 Kiwanis Children's Fund Board meeting, Pittsburgh, Pennsylvania, USA.

June 25-27 Circle K International Convention, Pittsburgh, Pennsylvania, USA.

June 25-27 Kiwanis International Convention, Pittsburgh, Pennsylvania, USA.

Checklist

- ☐ Contact incoming club presidents, secretaries, treasurers and membership chairs in your division and make sure they are registered for Club Leadership Education. Education is offered by both your district and Kiwanis International. Attending District education is preferred.
- ☐ Continue joining the current lieutenant governor on club visits. Use this opportunity to observe each club's strengths and challenges first-hand.
- ☐ Review the list of club openers and club coaches within your district. Identify which ones live in your division.
- ☐ Meet with the club openers and coaches in your division. Identify one or more sites that would be a good fit for a new club.
- ☐ Work with the division and district membership teams to set key dates for opening a new club and inviting new members.
- ☐ Encourage members of the clubs in your division to register for Kiwanis International Convention. Three people from each club can serve as voting delegates.
- ☐ Set dates for and begin planning your division council meetings. These can happen monthly or quarterly.
- ☐ Meet with your Circle K and Key Club International counterparts to coordinate activities, discuss membership plans and develop potential of new Service Leadership Program clubs.
- ☐ Work with club leaders to set dates for club boosts or other recruitment events - planning takes time.

Structure

- Kiwanis International dates
- Checklist
- Monthly reminders
- Quarterly reminders
- Things to consider



S.M.A.R.T. GOALS

Setting SMART goals

BiteSize Learning



Specific

The goal is concrete and tangible - everyone knows what it looks like.



Measurable

The goal has an objective measure of success that everyone can understand.



Attainable

The goal is challenging, but should be achievable with the resources available.



Relevant

The goal meaningfully contributes to larger objectives like the overall mission.



Timely

This goal has a deadline or, better yet, a timeline of progress milestones.

S.M.A.R.T. GOALS

Let's practice!

Setting SMART goals

BiteSize Learning



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APPLY IT



Think...



- How will you assess the needs of the clubs in your division?
- How can you build relationships with club officers?
- What can you commit to doing as lieutenant governor?
- What talents do you have that will help you in this role?
- What ideas do you have to be creative in your role?
- If you are returning, what will you do differently this year and why?