


Lt. Governor Roles & Responsibilities

Vice Governor Julie Weaver
District Education Chair Emily Wageman



13

Why Kiwanis needs lieutenant governors



Lieutenant governors...

- provide consistent club support.
- nurture club health.
- support sustainable growth.
- extend district leadership capacity.



14

Lieutenant Governors - The WHAT

Role and Responsibilities



15

The What

Lieutenant governor role description:

- Description of the role
- Responsibilities
- Duties
- Preferred skills
- Things to delegate

 [Lieutenant Governor Role Document](#)

LIEUTENANT GOVERNOR

You were selected as lieutenant governor because you exemplify service and leadership. In this role, you serve as the vital connection between clubs and the district, helping shape the future of Kiwanis through collaboration, communication and inspiration.

RESPONSIBILITIES

As a lieutenant governor, your role is rooted in mentorship, advocacy, encouragement, connection and leadership. You serve as a mentor to club leaders, offering guidance through coaching conversations. As an advocate, you champion the needs and goals of clubs within your division, ensuring they have access to the resources and support they need. You act as a cheerleader; you celebrate achievements, recognize impact and motivate clubs to stay focused on their mission. In your role as a liaison, you bridge communication between Kiwanis International, your district and local clubs — sharing important updates, hosting divisional events and fostering collaboration. In some districts, lieutenant governors also serve as board members, contributing to district-level decisions that shape the future of Kiwanis service and leadership.

PREFERRED SKILLS


- Effective communication
- Resourcefulness
- Relationship building
- Organization

DELEGATES

- **Event planning tasks.** Assigning logistics, promotion or hosting duties to club leaders or committees.
- **Resource sharing.** Delegating the distribution of tools, templates and updates from Kiwanis International.
- **Recognition efforts.** Empowering others to help identify and celebrate club and member achievements.
- **Transition preparation.** Involving current and incoming leaders in planning for smooth leadership handovers.

DUTIES

- Coach and mentor club officers to support their growth and success.
- Organize Club Leadership Education (CLE) training sessions.
- Support leadership transitions by sharing knowledge and resources with incoming leaders.
- Nurture clubs by assisting them with growth and member retention, starting with aiding the club in completing a club membership plan.
- Guide the development of new clubs within the division.
- Facilitate communication among Kiwanis International, the district and clubs.
- Engage with clubs regularly, both in person and virtually, to build relationships and stay informed.
- Represent club interests at the district level and ensure access to needed resources.
- Recognize club achievements and celebrate their community impact.
- Ensure a seamless transition among preceding, current and succeeding lieutenant governors.

 **Kiwanis**
© 2025 KIWANIS INTERNATIONAL

16

The What

Lieutenant governor checklist includes:

- Kiwanis International important dates
- Monthly checklists
- Quarterly checklists
- Things to think about



LIEUTENANT GOVERNOR ANNUAL CHECKLIST

<p>MAY 2026</p> <p>Kiwanis International dates</p> <ul style="list-style-type: none"> • Letters sent to convention delegates in Kiwanis clubs with a past-due balance of US\$150 or more • Kiwanis International Europe Convention <p>Checklist</p> <p>If you completed your lieutenant governor training earlier than May 1, you can begin working on this list before May.</p> <ul style="list-style-type: none"> • 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 website. 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. 	<ul style="list-style-type: none"> • 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. <p>JUNE 2026</p> <p>Kiwanis International dates</p> <ul style="list-style-type: none"> • Kiwanis International Board meeting • Kiwanis Children's Fund Board meeting • Kiwanis International Convention <p>Checklist</p> <ul style="list-style-type: none"> • Contact incoming club leaders 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. 	<ul style="list-style-type: none"> • 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 the potential of new Service Leadership Program clubs. • Work with club leaders to set dates for club boosts or other recruitment events - planning takes time. <p>JULY 2026</p> <p>Kiwanis International dates</p> <ul style="list-style-type: none"> • Circle K International Convention • Key Club International Convention <p>Checklist</p> <ul style="list-style-type: none"> • Continue building relationships with your incoming club presidents. • Join the current lieutenant governor during their club visits. • Participate in division growth meetings. • Continue identifying potential sites for new clubs in your division.
---	--	---



The What

What the Role Is / Is Not:

Is

- Coach/mentor
- Advocate
- Liaison
- Support system for club leaders



Is Not

- Enforcer
- Fixer
- Micromanager



The What

The lieutenant governor is...

a **coach** and **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.

Why: Lieutenant governors nurture club health.



19

The What

The lieutenant governor is...

an **advocate** for membership growth.

Build a membership growth plan.

Nurture clubs.

Support Two for Two.

Assist with new club opening.

Why: Lieutenant governors support sustainable growth.



20

The What

The lieutenant governor is...

a **liaison** between Kiwanis International, your district and the clubs in your division.

Host divisional events.

Share important messages.

Offer resources.

Prepare for seamless transitions.

Why: Lieutenant governors extend district leadership capacity.



21

The What

The lieutenant governor is...

a **support system** and **cheerleader** for club leaders.

Be present.

Recognize impact.

Encourage clubs to stay focused on their goals.

Celebrate a job well done.

Why: Lieutenant governors provide consistent club support.



22

Build. Nurture. Retain

BUILD.

Information and tools for opening new clubs.

Build new clubs

NURTURE.

A club toolbox with resources to grow new and established clubs.

Nurture all clubs

RETAIN.

Ways to keep members coming back for more.

Retain clubs and existing members.



23

Build and Retain

A lieutenant governor's role:

Build

- Work with district leadership to support club opening.
- Encourage sponsoring clubs and club coaches.
- Engage the entire division in club opening.
- Create a division membership plan.
- Suggest sites that are viable for Kiwanis.



24



Build and Retain

A lieutenant governor's role:

Retain

- Ensure all clubs have a membership plan.
- Empower club presidents and club membership chairs.
- Recognize achievements.



25

Nurture.

A lieutenant governor's role

nur•ture

verb:

to care for and encourage the growth and development of

Be aware of club needs through conversation.

Ensure clubs have a completed membership plan.

Have coaching conversations with club leaders.

Recognize achievements.



26