

LIEUTENANT GOVERNOR ROLES & RESPONSIBILITIES

ROLE SUMMARY

The Lieutenant Governor (LG) serves as executive officer of the Division by expanding Kiwanis' reach through supporting clubs and providing resources to help improve the value of each member's club experience.

QUALIFICATIONS

A proven leader with the ability to:

- Motivate and inspire volunteers
- Manage time
- Build relationships with club and community leaders
- Encourage, support, coach, & counsel club leaders
- Focus energy on the measurable objectives
- Lead by example
- Facilitate positive change



RESPONSIBILITIES:

SERVE AS A DISTRICT LEADER

By communicating the vision/messages of KI & the District to clubs & motivating the members to action.

- Speaks on behalf of the District with prepared, positive, personal & passionate messages.
- Communicates regularly with club presidents.
- Provides opportunities to meet face to face via productive DCMs.
- Supports succession planning with a seamless transition among preceding, current & succeeding administrations.
- Evaluates each club's performance throughout the year and reports to the District Governor.
- Assists in installing new officers & new members & other ceremonies through year.

SUPPORT DISTRICT GOALS

- Accountable for supporting clubs' membership growth goals within the District's membership growth plan.
- Drives membership growth by assisting in new Kiwanis club openings & assisting existing club recruitment & retention efforts.
- Encourages clubs to provide a club experience at a level that is attractive to new and existing members.
- Connects clubs in need with District Membership Coordinator, District Board, & Kiwanis International (KI).
- Provides District Board with financial concerns of the clubs within the division.

TRAINING & EDUCATION

Is an important aspect of being the executive officer of the Division. One must strive to continue learning & teaching others to value growth.

- Attends LG Education Conference.
- Strongly encourages incoming club leaders to attend a Club Leadership Education (CLE) Session or complete an online training equivalent.
- Connects any club leader unable to attend a CLE with District Leadership.

DIVISION COUNCIL MEETING (DCM)

Are regularly scheduled events to support engagement & camaraderie within the Division. Events should include all clubs members & club leaders are highly encouraged to attend. DCMs can also be an opportunity for clubs to connect with Service Leadership Programs (CKI and Key Club).

- Conducts DCMs regularly, which allows LG to work with club leaders to address common club concerns.
- Serves as liaison between the clubs and the District.