

CNH | KEY CLUB

CANDIDATE TRAINING CONFERENCE: LT. GOVERNORS

Roles of a CNH Key Club Lieutenant Governor



CTC

Information and Resources provided by the
Candidate Training Conference Duties Committee
Updated 2011-2012

Lt. Governor Job Description



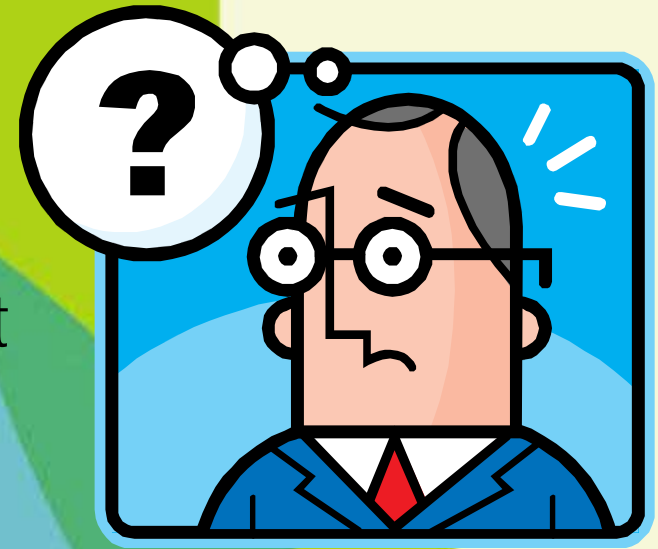
- Serving as a liaison between the district and the club and between the club and the district
- Organizing club officer training
- Organizing member training within the region
- Providing support and encourage growth throughout the year
- Conducting division council meetings
- Serving on a district committee

Responsibilities vs. Duties

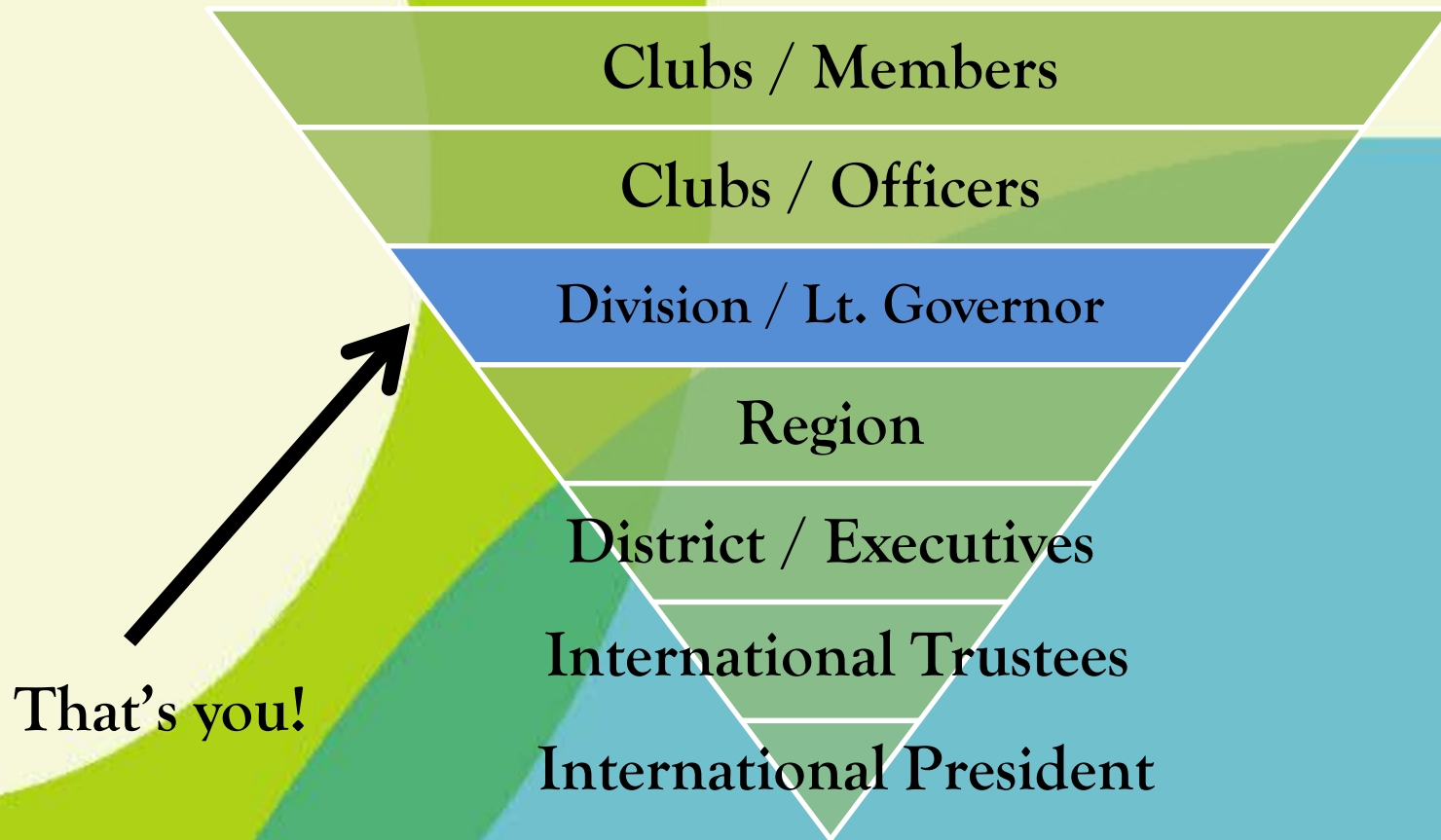
In our case...

- maintaining positive relationships with each level of membership and leadership in Key Club is our "responsibility"
- These responsibilities are met when a Lt. Governor does his/her "duty"

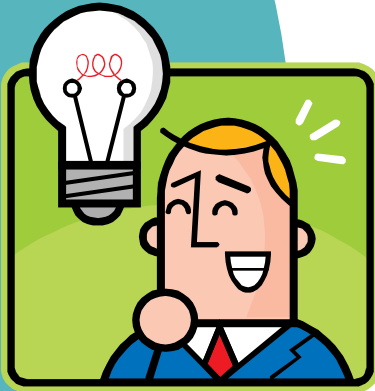
So, let's review the duties!



Key Club "Hierarchy"



Your Responsibility to MEMBERS



- Meet the members—know the people you are serving
- Get them involved—Offer “task coordinator” positions so they can assist and learn
- Encourage leadership development and learning
- Promote opportunities
- Promote the organization
- Pump up the spirit!
- Keep members interested in community service
- Represent their opinions

Your Responsibility to CLUBS

- Work with club presidents to utilize committees, promote service projects and fundraisers
- Remind club secretaries to submit their Monthly Report Forms
- Encourage club treasurers to submit their annual membership dues on time
- Make visits to all of your clubs
- Encourage clubs to actively recruit members and reach new membership goals... and service hours



Your Responsibility to the DIVISION

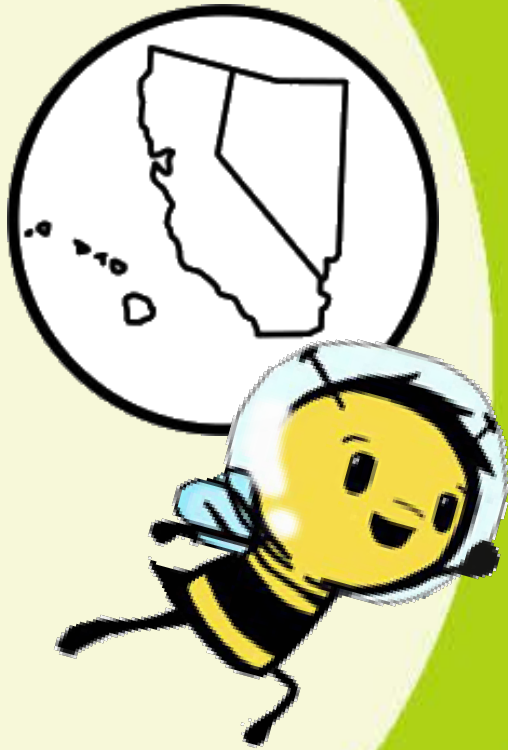
- Have *at least* 10 Division Council Meetings; preferably monthly
- Conduct an Officer Training Conference
- Conduct a Region Training Conference
- Encourage participation in service
- Fundraise for PTP and other causes
- Attend Kiwanis DCMs as Key Club liaison
- Provide updates from International and District
- Represent the interests of the members at District Board Meetings
- Work with Region Advisor for orders and handling money





- Appoint a division news editor
- Appoint assistant positions available
- Assign task coordinators to assist with events... like registration, food, equipment, maps
- Assign task coordinators to help with specific tasks... like creating division spirit items
- Complete a Monthly Report Form to report your clubs' achievements and reflect on personal leadership development
- Hold a Conclave to elect the future Lt. Governor
- Assist with a smooth transition into the next term

Your Responsibility to the DISTRICT



- Support your fellow Lt. Governors and share ideas about how to improve each division and the District; also work on projects and assignments together
- Attend 4 District Board Meetings
- Complete committee work
- Assist with committee training workshops
- Support your District Officers
- Promote the clubs and members you serve
- Complete your reports
- Promote this organization

- Attend District Convention at the start and end of the term; encourage members to attend
- Attend training; BEE a part of training
- Promote Kiwanis Family
- Promote District events and projects
- Follow policies and procedures
- Communicate with the Executive team and the Administrative team
- Represent the division and District you serve at the International Convention (optional)



Your Responsibility to INTERNATIONAL

- Most clubs out there don't even realize that Key Club International exists!
- Establish a connection with your International Trustee
- Read updates from International to update your members; for example, the eliMiNaTe Project/Trick or Treat for UNICEF, March of Dimes, Children's Miracle Network



KEY CLUB®

*It's **bigger** than you think!*

Your Responsibilities in General



- Be ready to submit assignments by deadlines ... and you'll have lots of them! AND DON'T BE LATE.
- While you'll be receiving many assignments you will have to delegate to your assistants as well
- Bond with your assistants! They will be absolutely necessary to have a successful term. Don't leave them with nothing to do.



- Be prepared to sacrifice time (and sleep!) for Key Club
- Work with different types of people
- BEE flexible to new ideas



- Stay enthusiastic and motivate the members throughout your term
- Keep your integrity and stay honest
- Help and serve the community!

The background features abstract, overlapping curved shapes in shades of green and blue. A large, light green shape is on the left, and a blue shape is on the right, both curving towards the center. The text is centered over these shapes.

KEEP THAT KEY CLUB SPIRIT ALIVE!

& never lose your burning passion for Key Club and the community!

Questions?

