

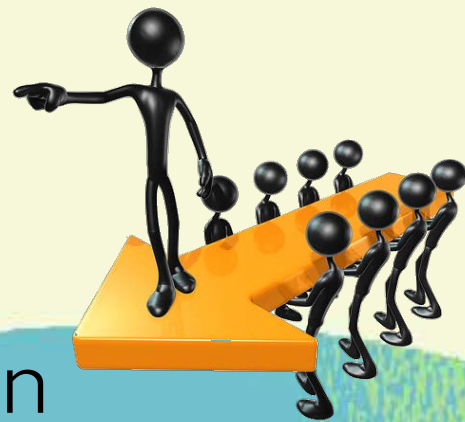
**CANDIDATE TRAINING CONFERENCE: LT. GOVERNORS**

# Duties of a Lt. Governor



# The Basics

- To be a liaison – communicate, spread, and give information from the international level to the division and club level of Key Club
- Lead the clubs of the division you serve in service, fundraising, and training
- Educate both officers and members about all things Key Club!



# Monthly Submissions

## Monthly Report Forms (MRFs)

- Submitted to the District Archive by the 10<sup>th</sup> of each month
- Record of club data (membership, service, fundraising)
- Lt. Governor's action plan and the reflections on the month

## Division News

- DCM Agenda for the next month due by the 20<sup>th</sup> of each month
- News :
  - next DCM information
  - past Member of the Month
  - past Club of the Month
  - Visuals as pre request by Tech Editor and News Editor
  - and any other specifics requested by the Executive Team

# Region Contributions for the District Newsletters

- Region Advertisements
  - Showcase the “Nuts and Bolts” of the Region
  - Educate the rest of the District on your region
  - May include upcoming service projects & training conferences as well as the details of each division
- Submitted by one Lieutenant Governor on the 20<sup>th</sup> of assigned months

# Club Visitations

## Purpose

- To connect with the club you serve
- To gather information on what resources each club needs
- To help them achieve their goals!

## Visit **ONE**

- During the 1<sup>st</sup> and 2<sup>nd</sup> quarters of your term, you **must** visit all of your clubs at least once

## Visit **TWO**

- A second visit during the 3<sup>rd</sup> and 4<sup>th</sup> quarters of your term is highly recommended

## What can I visit?

- club meeting
- club board meeting
- club service event

## Format

- Live
- Teleconference
- Webcam
- Skype

**Schedule your visitations ahead of time!**

# Helping the Clubs you Serve

## Finding Service Opportunities

- Encourage both officers AND members to look for service projects
- Promote members to join the District reflector groups
- Provide ideas for joint projects with other school clubs
  - paper recycling, picking up trash, planting a garden
- Promote projects supporting the home, school, and community



- Seek projects of various size and task
- Create a possible tradition: seek annual events needing high numbers of volunteers
- Promote Kiwanis Family service activities—working together to identify, plan, and implement a project
- Encourage clubs to get involved in annual Kiwanis service events (Kiwanis One Day)

# Fundraising

- Brainstorm fundraising ideas as a Division at DCMs
- Suggest fundraising projects for members to attend, such as a rummage sale or ice skating fundraiser
- Encourage entire division involvement
  - Team building
  - Increase potential results
- Encourage clubs to fundraise on their own as well

## Club fundraisers for

- Pediatric Trauma Program (PTP)
- Project Eliminate / UNICEF
- Local charities
- March of Dimes
- District Convention (DCON)
- Children's Miracle Network
- Local causes
- International Convention (ICON)



**ELIMINATE**

Kiwanis eliminating maternal/neonatal tetanus



march  of dimes<sup>®</sup>



# Recruiting New Members

## Spring

- Clubs should plan for a strong start
- DCM focusing on annual plans and setting goals
  - Example: 2 new members for every senior graduating

## Summer

- Clubs should have activities to build relationships
- Summer of Service
- Discuss recruitment
- Encourage clubs to prepare and start promoting their club
- Prepare for Club Rush

## Autumn

- BEE proactive – Clubs should prepare for their first meeting
- DCM focusing on conducting a club rush
  - Recruit larger clubs to share recruitment ideas and strategies
  - Share ideas and success stories
- Promote Key Club
  - Back to School Night, Freshmen Orientation
- Organize a division event for new members to attend

## Winter

- Recruitment never ends

# Training Conference

Lieutenant Governors are required to host various training conferences throughout their term



## Officer Training Conference

- Officers & sponsoring Kiwanis leaders
- Officer duties



## Leadership Conference

- Club & Division leaders
- Leadership topics and team building



## Region Training Conference

- All members
- Variety of topics

## Candidate Training Conference

- potential Lieutenant Governor candidates

# District Committee

Lieutenant Governors are required to serve on a District Committee

## Virtual Teams



- Committee Reflector group
  - Complete Tasks
  - Submit Work
  - Provide input
- Monthly conference call
- District Board Meetings

There are **SIX** standing committees

- **District Convention (DCON)** – Plans District Convention
- **District Projects (DP)** – Promotes service and philanthropy; promotes International and District service initiatives
- **Kiwanis Family and Foundation (KFF)** – Promotes all levels of and CNH's role in the Kiwanis Family and the CNH Kiwanis Foundation
- **Member Recognition (MR)** – Promotes recognition of members, officers, clubs and advisors throughout the year

- **Member Relations (MRS)** – Provides resources to educate and support members on all topics  
Key Club
- **Policy, International, and Elections (PIE)** – Reviews both District and International Policies, promotes the business side of Key Club International, and oversees CNH Elections.

### **Other tasks and departments**

- Graphics
- Publications & Marketing
- EXPO Coordinator
- Sergeant at Arms Coordinator
- LTG CTC Coordinator

# Division Council Meetings

Lieutenant Governors are required to conduct Division Council Meetings open to ALL members

## Purpose

- Share information to the clubs
- Provide opportunities to build relationships
- Provide leadership and skills training

## Details

- Monthly meetings (at least 10)
- Open to ALL members, advisors, and Kiwanis
- Planned by the Lieutenant Governor; Clubs host and assist
- May be held in conjunction with service or fundraising projects
- May be held in conjunction with division social (with proper Event Request Form approvals)



# Kiwanis Meetings



- Kiwanis is the backbone of Key Club
- Invite Kiwanis to your DCMs and events
- Support the Kiwanis Lieutenant Governor (your counterpart) and sponsoring clubs by attending their DCM
- Attend projects, events, or meetings when available or appropriate
- Encourage members to attend Kiwanis
- Host or jointly plan a Kiwanis Family event
- Show your appreciation for all that they do

# District Board Training & Meetings

Lieutenant Governors are required to attend the District Board (DB) Training and Meetings. The Board training conference lasts the first 2 days, the board meeting is on the third day.




## **Purpose: Train the Trainers**

- Trainers: Executives, advisors, and fellow Lieutenant Governors
- Topics as Leader: Leadership skills, promotional, informational, projects & service
- Topics as Board Member: duties, vouching, MRFs, reports, committee work

## **The District Board Training & Meetings**

- May Board, Summer Board, Winter Board, and District Convention at end of term

# Other Duties

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- BEE an example ... Act as you would want members to act!
  - BEE SPIRITED!
  - Prepare for major events in the Division and District
  - Promote Fall Rally and DCON
  - Inspire your members to serve.
  - Collaborate with the other Lieutenant Governors in your Region in coordinating training conferences, service and events
  - Assist with the presidents planning and setting goals; encourage them to reach those goals
  - Educate members about Key Club and Kiwanis topics

# Questions?

