

Benefits of BEEing a Lieutenant Governor

Produced by the CNH District Policies,
International, & Elections Committee.

All the Glory & Perks of BEEing LTG:

What does it really mean, and why is it an honor being LTG? Well most people don't know that feeling until they are put into position and begin work. As a LTG you are there to help, guide, and of course, lead others from the clubs in your division. Holding this position means you have, or are developing great leadership skills, learning the true value of time management, finding out how important it is to "preplan", and of course building character. Delving into this job, you will have a great pleasure planning fun, and important events such as Fall Rally, DCON, and RTC. A LTG, is not there to be a dictator, but a helpful leader, planning: fundraisers, service projects, training conferences, and more. Sure times may get stressful, but have no fear, you probably have 50 other people going through the same thing, so don't forget, you have your Regional Team, your fellow LTG's, advisors, and administrators all willing to help and get you back on track. Sure you will have a few bumps and pot holes along your way, but the responsibility that you hold, the many others counting on you, and everyone you have helped, will all see how well you have done, for at the end of your term at District Convention, when you get your stage time and fruition of your year has come, you feel the honor that is BEEing LTG.

Skills a Lieutenant Governor Should Have

- Working knowledge of Microsoft Word and Excel programs.
- Comfortable using computer based means of communication such as Email.
- Time Management Skills are vital to being a successful Lieutenant Governor.
- Leadership Skills: A Lieutenant Governor should not be nervous or afraid of making a presentation or running a meeting.
- Planning Ahead and Organization Skills: A Lieutenant Governor should be ready to plan and organize Division Council Meetings and help plan large events like a Regional Training Conference.
- Group Working and Social Skills: A Lieutenant Governor should be prepared to work with large groups like the District Board, they should be comfortable working with a committee, and they should be ready to lead the Division and delegate tasks to the Executive Assistant and Divisional News Editor.
- Communication Skills: A Lieutenant Governor must be sure to establish and maintain contact with all clubs in his or her division, as well as keep contact with the Kiwanis Lieutenant Governor and the Key Club District Board.

Lieutenant Governor Candidates should be sure to contact their current Lieutenant Governor for the Location, Time, and Date of their Division's Conclave.

Responsibilities of a Lieutenant Governor:

The BASICS:

- *BEEing a LTG is a huge responsibility ; this is a quick list of what BEEing LTG entails:*
- *Hold at least 8 Divisional Council Meetings*
- *Publish at least 10 newsletters*
- *Meeting deadlines*
- *Hold a Regional Training Conference as well as an Officer's Training Conference*
- *Participate in your assigned District Committee*
- *Promote Kiwanis Family and Key Club core values*
- *BEE a liaison between your clubs in your Division and the District*
- *Attend DCON (both the DCON at the beginning of the term and the DCON at the end of the term)*

The MEETINGS:

LTGs are required to attend 5 **mandatory** Board Meetings & Trainings:

1. *DCON Training (prior to your term starting [LTG-elect])**
2. *May Board Training*
3. *Summer Board Training*
4. *Winter Board Training*
5. *DCON Board Meeting (at the end of your term)**

For both DCON trainings a LTG will have to be at convention a day prior the Convention starting.

The WORK (Don't worry! You can appoint 2 Executive Assistants to help you):

- *Submit a Division Monthly Report form on each month.*
- *Submit DCM agendas for the upcoming month throughout your term*
- *Work on a monthly Region Insert*
- *Work on assignments from your assigned District Committee*
 - ❖ *The committees include District Convention, District Project, Kiwanis Family Foundation, Member Recognition, Member Relations, and Policies International and Elections.*
 - ❖ *If you're interested, you may be appointed a subcommittee leader or the committee secretary.*

The COMMUNICATION:

- *Communicate with your Division often*
- *Communicate with your Regional Advisor at least twice a month*
- *Communicate with the Executive team and the Administrative team regularly*
- *Communicate and participate in your assigned committee*