**MICHIGAN DISTRICT GOVERNOR-ELECT JOB DESCRIPTION**

ROLE SUMMARY:

Leads the district by implementing the current district goals. Plans for the next year by organizing a leadership team and setting goals.

SELECTION & AUTHORITY:

The District Governor-Elect is elected by the delegates at the District Convention and serves for one year. Any candidate for Governor-Elect must be in attendance at the District Convention.

PREVIOUS EXPERIENCE:

While it is not a requirement for nomination, it is the Michigan District's Policy to recommend to nominating bodies that they consider previous service as a Lt. Governor, Club President, Club Secretary or District Chair as a qualification for nomination to the office of Governor-Elect.

QUALIFICATIONS:

* Communicate the vision
* Focus energy on the objectives
* Empower and influence others
* Motivate and inspire volunteers
* Lead by example
* Delegate to staff and volunteers
* Build relationships
* Facilitate change

DUTIES AND RESPONSIBLITIES:

* Governor-Elect serves as a mentee to the Governor.
* May be called upon to chair a meeting or a portion of a meeting.
* Is a voting member of the District Board of Trustees
* Serves as a member of the Executive Committee, Finance Committee, Steering Committee and Strategic Planning Committee
* Attends Leadership Training Conferences, Board meetings, Spring Divisionals, and events as the Governor requests.
* Attends International and District Conventions, being a Delegate-At-Large.
* Attends Governor-Elect training conference scheduled by Kiwanis International.
* Responsible for all training programs for Lt. Governors-Elect and District Chairs for the next administrative year, assisted by the District Chair for Education if desired.
* Responsible for scheduling workshops at the District Convention prior to election to the office of Governor.
* Develop a calendar of events for his/her year, in consultation with the District Executive Director.
* Appoints District Chairs and K-Family administrators, completing the appointments according to Kiwanis International requirements.
* Assist clubs in their membership growth and retention
* Establish goals for administrative year compatible with District Strategic Plan
* Ensure that incoming club and district leaders receive training through convention and other Kiwanis sponsored events