**DUTIES AND RESPONSIBILITIES OF LT. GOVERNOR**

ROLE SUMMARY:

Serves as a leader in the District by expanding Kiwanis’ reach within the division and helping clubs improve the value of the club experience.

SELECTION AND AUTHORITY:

The Lt. Governor is elected by the clubs in his/her Division, at the Division caucus in the spring. (See District Bylaws - Nomination and Election of Officers.) He/she is the chief executive officer of the Division and under the direction and supervision of the District Governor. He/she is a member of the District Board of Trustees and, as such, shares the responsibility of the Board in District administration. He/she represents the Governor in his/her Division and assists the Governor in the work of the District.

QUALIFICATIONS:

* Communicate the vision
* Focus energy on the objectives
* Empower and influence others
* Encourage, support, coach and counsel club presidents
* Lead by example
* Manage time
* Build relationships with club and community leaders
* Facilitate change

DUTIES AND RESPONSIBLITIES:

Attends all regular and specially called meetings of the Board of Trustees, District and International Conventions and District training conferences.

Hold a minimum of 4 Division Council meetings per year. Attendees should include club presidents, club secretaries, past Lt. Governors, Past Governors, and other club officers. District Chairs as speakers should be encouraged and facilitated by the Lt. Governor.

Encourages clubs to follow all Bylaws and Policies and to complete all Division, reporting and financial obligations on time.

Makes a minimum of three visits to each club: contact visit to get acquainted, an official visit where he/she will be the program, and a visit to the Club Board Meeting. Some of these may be combined. More contacts with clubs in trouble may be in order.

Installs club officers and/or inducts new members, when asked.

Promotes good committee activity in each club.

Promotes better working relationships between Kiwanis clubs

Promotes better working relationships between parent clubs and their Key Club, Circle K Club, Builders Club, K-Kids Club, or Aktion Club.

Assists clubs in solving their problems through personal experience, as well as the resources available. Problems may include:

* Lack of proper leadership.
* Poor attendance.
* Low or declining membership.
* Poor activity or lack of activity.
* Lack of proper Kiwanis education.

Maintains good relationships between the Division and District Office.

Assists with membership growth within the division.

Supports succession planning by ensuring a seamless transition among preceding, current and succeeding administrations.

Invests time and resources in those clubs with the potential for the greatest return. Evaluates, coaches, supports and provides positive reinforcement to Kiwanis clubs in the division.

Actively promote strategic plan goals.

Invites the Lt. Governor-Elect to become involved and to learn all that is possible in preparation for the year to follow.

Is encouraged to communicate with the clubs in the Division via a Divisional Newsletter.

During the administrative year, a Lt. Governor may become involved in any of the following:

* Official visit by the Governor (Spring Divisional Meeting), or other District officers as well as International officers. A Lt. Governor is expected to preside at that meeting. On such occasions, he/she should work closely with the District Governor and the District Office.
* Preside at charter night meetings. The Governor will present the charter, however all of the details should be checked with the Governor, the new club president, and the sponsor club.
* Attends club anniversary meetings or other special events when requested and able to do so.
* Promotes the opening of new Kiwanis, Circle K, Key Club, Builders Club, K-Kids, and Aktion Clubs in the Division.
* Work closely with their predecessor to be certain that all annual reports, past due financial obligations, and late monthly reports are filed by year’s end.
* Shall call a spring caucus in the Division for the purpose of nominating their successor and a Lt. Governor-Elect. Collect the required information from those elected, certify the nomination, and promptly report the results to the District Office.
  + The Immediate Past Lt. Governor is invited to this caucus, and serves as the moderator during the nomination and voting procedures.