

**Role:** Lieutenant Governor

**Supported by:** Kiwanis District Board and Kiwanis District Governor

**Role Summary:** Serves as a leader in the district by expanding Kiwanis' reach through the opening of new Kiwanis clubs and helping clubs improve the value of the club experience.

**Qualifications:** A proven leader with the ability to:

- Motivate and inspire volunteers
- Manage Time
- Build relationships with club and community leaders
- Encourage, support, coach and counsel club presidents
- Focus energy on the objectives
- Lead by example
- Facilitate change
- Past President

**Responsibilities:**

**Supports the goals of the District.**

- Is accountable for meeting the membership growth goals for the division. Drives membership growth in the district specifically by focusing on the opening of new Kiwanis clubs and assisting current clubs in recruitment and retention efforts.
- Ensures that the club experience is at a level that is attractive to new and existing members. Coordinates assistance by communicating with the TAG Team, District Board and Kiwanis International

**Serves as a leader in the District** by communicating the vision/messages of Kiwanis International and the District to the clubs and motivating the members to action.

- Ensures participation in Club Leadership Education sessions.
- Speaks on behalf of the district and prepared messages are positive, personal and passionate.
- Communicates regularly with club presidents. Provides opportunities to meet face to face by scheduling productive Division Council meetings.
- Supports succession planning by ensuring a seamless transition among preceding, current and succeeding administrations.

**Assists the Regional Trustee** as a liaison between the club, the division and the district.

**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.



**CAPITAL DISTRICT  
KIWANIS INTERNATIONAL**

**Pre-Election Performance Pledge-  
Lieutenant Governor**

**As a nominee for the office of Lieutenant Governor Elect or Lieutenant Governor- Designate of Division \_\_\_\_\_, of the Capital District, I agree to the following:**

1. My name be placed in nomination for Lieutenant Governor - Elect/Designate.  
 Yes  No
2. If elected, I will attend the Governor- Elect's District Leadership Training Conference, the Capital District Convention, the International President's Visit (as appropriate), the Mid-Winter Conference (if held), the International Convention, Regional Conferences and all training conferences for the Division and clubs of the Division as outlined by Kiwanis International or the Governor of the Capital District during my year as Lieutenant Governor.  
 Yes  No
3. As Lieutenant Governor- Designate, I will arrange and conduct with a Certified Instructor Club Leadership Education following the Lieutenant Governor- Elect's Training Conference and prior to September 1.  
 Yes  No
4. As Lieutenant Governor- Designate, I will make a minimum of one Contact Visit to each club in the Division. The Contact Report will be filed as required with the District by October 1.  
 Yes  No
5. As Lieutenant Governor, I will make the required visit to the Board of Directors of each of the clubs in the Division and file the Evaluation report with the District by March 15.  
 Yes  No
6. As Lieutenant Governor, I will Coordinate with the other Regional Lieutenant Governors schedule, supervise, and manage the District Trustee election conference (as appropriate) according to the Capital District Bylaws.  
 Yes  No
7. As Lieutenant Governor, I will coordinate with Regional counterparts and committee members to conduct regional projects and programs.  
 Yes  No
8. As Lieutenant Governor, I will promote the International, District, and Division programs of service, and the District and Division goals as set forth by and under the direction of the Governor.  
 Yes  No
9. As Lieutenant Governor, I will between March 1 and April 15, secure a successor and a Lieutenant Governor- Elect in the manner prescribed by the Division Bylaws.  
 Yes  No
10. As Lieutenant Governor- Elect/Designate and Lieutenant Governor, I will allow my contact information to be posted on the District Web Site.  
 Yes  No

I have read the forgoing outline of a Lieutenant Governor's duties and responsibilities, and I will fully and faithfully execute the duties of the office, if elected Lieutenant Governor or Lieutenant Governor-Elect.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Member Kiwanis Club of \_\_\_\_\_ Division: \_\_\_\_\_

\*This consent form must be completed by the candidate prior to his or her name being placed in nomination for the office of Lieutenant Governor- Designate or Lieutenant Governor-Elect. The signed pledge of the elected candidate shall be sent to the Capital District Secretary-Treasurer immediately following the election.