## Resources

## Lieutenant governor's monthly checklist

Ma	arch–May (before your term of office)
	Plan to attend the lieutenant governor education conference.
	Become familiar with your district website. Look for the most current district policies and bylaws. Verify dates, times and locations of significant events and finalize plans to attend.
	Request names and contact information of incoming club presidents and secretaries in the division.
	Appoint members of the division leadership team and create a team roster. Include each incoming club president and secretary, appointments, your predecessor and successor (if known). Forward a copy of the roster to the district office and each team member.
	Contact the certified instructor in your division to coordinate the site, date(s) and time for club president education. Classroom education sessions are encouraged in April, May or June.
	Introduce yourself to your CKI and Key Club counterparts who were elected in February, March or April.
	Make plans to attend Kiwanis International and district conventions.
Ju	<b>ne</b> (before your term of office)
	Contact each incoming club president in the division. Encourage them—as well as other members of their club leadership teams—to attend the education available for their position either through a classroom or online course prior to October 1. This is especially important for club presidents and club secretaries but courses are also offered for board members, committee chairmen and many other leaders.
	Join the current lieutenant governor as he or she visits clubs to begin your preliminary evaluation. (See page 87 for more details.)
	Meet with your division growth team to discuss plans for the coming year. This team includes the certified new-club builder and the certified club counselors.
	Identify a new-club site and key dates for recruiting.
	Attend the Kiwanis International convention. Encourage attendance from incoming club presidents, secretaries and division leadership team.
	Plan your division council meetings, monthly or at least one per quarter.
Ju	ly (before your term of office)
	Make an effort to get to know each incoming club president in the division. Perhaps invite them to a dinner to get to know you and each other.

A	ugust (before your term of office)
	Ask each president-designate to make a commitment to sponsor a new member during the month of October.  Complete your site survey for a new club and submit the case for a new club to the governor at your district convention.
Se	eptember (before your term of office)
	Recruit a new member for induction into your club. Schedule an induction ceremony in October to demonstrate your emphasis on growth.
	Review your notes from district convention and devise an implementation plan for programs that will benefit your clubs.
	Start working on your division action plan, including the division growth plan.
0	ctober–September
	ctobel-3eptembel
Foi	r every month:
•	Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
•	Communicate with each club president.
•	Compare available information to the division action plan to ensure goals are on track.
•	Review the progress of the new-club-opening team.
•	Review the progress of club counselors appointed to struggling clubs.
Foi	r every quarter:
•	Conduct a division council meeting. Refer to pages 91–92 to help you create an agenda that accomplishes your purpose.
•	Visit clubs in your division.
0	ctober
	Review the annual goals for each club. Based on these goals, complete your division action plan, including the division growth plan, and submit it to the governor.

November
☐ Promote Kiwanis Family Month, Kiwanis International Foundation Week, Key Club International Week and Key Leader weekends.
January
☐ Make plans to attend the Kiwanis International convention. Encourage club members in your division to do the same. Check www.KiwanisOne.org/convention to ensure you register when the rates are best.
February
☐ Invite all potential candidates for lieutenant governor-elect to discuss responsibilities and duties of this position.
March
Schedule the division elections at the next division council meeting. The past lieutenant governor is encouraged to chair this portion of the meeting. Review district bylaws for requirements such as written notification, the definition of a quorum and the deadline for completion.
April
☐ Participate in Kiwanis One Day.
May
Arrange a time to meet with the lieutenant governor-designate in June, following his or her attendance at the lieutenant governor education conference.
June
<ul> <li>Encourage clubs to attend and send delegates to the district convention.</li> <li>Meet with the lieutenant governor-designate and offer support.</li> <li>Attend the Kiwanis International convention.</li> </ul>

July
<ul> <li>Plan to attend the upcoming district convention.</li> <li>Review the progress of the new-club-opening team, if a club is not yet completed.</li> <li>Review the progress of club counselors appointed to struggling clubs.</li> </ul>
August
☐ Attend your district convention.
September
September  Meet with your successor to ensure a smooth transition from one lieutenant governor to the next.
☐ Meet with your successor to ensure a smooth transition from one lieutenant governor to the next.