

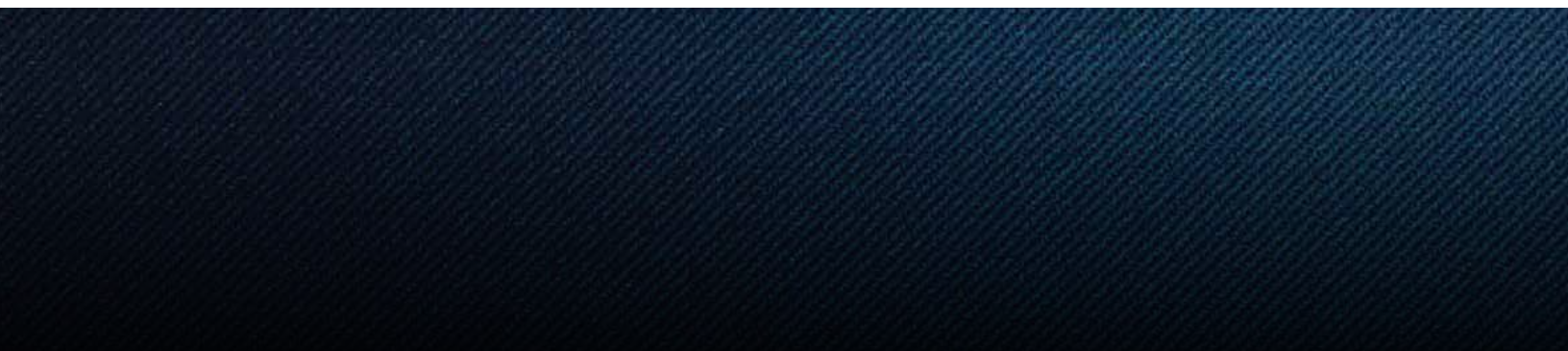


2020-21

LIEUTENANT GOVERNOR WORKBOOK



THIS BOOK BELONGS TO



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DEAR 2020-21 LIEUTENANT GOVERNOR,

Congratulations on assuming Kiwanis leadership in your division. The Kiwanis membership and education team and I have developed these training materials to help you prepare for a successful year and fulfill your potential.

Kiwanis growth is essential to increasing our diversity and ensuring a healthy future for our districts and our organization. Your attention to building strong, active clubs is vital:

- Open a club in a new community or an area that needs Kiwanis assistance.
- Expand leadership opportunities within existing clubs.
- Create club satellites to attract different demographics or potential members whose schedule doesn't match a club's meeting time.

I challenge each of you to identify emerging leaders who can grow in their roles. Get them involved and excited about sparking new ideas. Encourage club leaders such as the presidents-elect and secretaries-elect to attend club leadership education offerings within your division.

Join together and immerse yourselves in this instruction. Putting in the work is the first step in creating expanded opportunities for more children around the world.

Yours in Kiwanis service,



Arthur Riley
2020-21 President
Kiwanis International



PRESIDENTIAL GOALS

- Increase membership through club opening, club coaching, inclusion and impactful service to improve the well-being of the children of the world.

- Advance the image of Kiwanis by raising awareness of education, wellness and security needs of children.

- Expand Kiwanis Youth Programs to positively impact more young people around the world.

- Develop educational and training opportunities to better prepare current and future leaders for success.

MY GOVERNOR'S GOALS



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MY GOALS

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JOB DESCRIPTION

Your fellow Kiwanians have elected you to one of the key leadership positions in your district. Your responsibilities include helping clubs maintain or increase their membership, opening new clubs, ensuring participation in club leadership education, and increasing club members' engagement and morale. The energy that you give this position will go a long way toward maintaining the health and vitality of the clubs in your division and, by extension, Kiwanis.

RESPONSIBILITIES

Just as the club president is the leader of the club, the lieutenant governor is the leader of the division. Lead the division by implementing organizational goals, developing and leading a strong division leadership team, communicating the vision and messages of the organization, the international president, and district governor to the members in your clubs. The lieutenant governor works with existing clubs and helps open new clubs to strengthen Kiwanis in his or her division. In communication, resources, education opportunities and information, this position is the connection between the clubs and the global Kiwanis organization. The lieutenant governor works closely with club leadership, specifically club presidents, to ensure that they feel supported and have access to information to continuously improve their members' experience.

OBJECTIVE: Create membership growth through club opening, strengthening existing clubs (with an emphasis on those below charter strength), and being an active board member (if applicable).



QUALIFICATIONS

A proven leader with the ability to:

- 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

- Develop and implement a membership growth plan for the division.
- Consult and assist clubs to ensure all clubs are functioning properly, in compliance with Kiwanis International and district policies and procedures and submitting all required reports and payments.
- Plan and make arrangements for the governor's official visit.
- Organize the club leadership education offerings of club officers and committee chairs within the division with the assistance of the district's leadership development coordinator and/or certified instructor.
- Actively promote Service Leadership Programs.
- Participate in lieutenant governor training.
- Facilitate division council meetings.
- Ensures a seamless transition among preceding, current and succeeding lieutenant governors.
- Serves on the district board of trustees (if applicable).

EXPECTATIONS

- Identify communities as potential new-club locations.
- Lead the club-opening team in the division.
- Connect a sponsoring club with a new-club site.
- Mentors new clubs.
- Serve as continual resource for clubs in membership, service, branding and financial viability.
- Visit all clubs in the division.
- Evaluate, coach, support and provide positive reinforcement to Kiwanis clubs in the division.
- Provide tools and resources to address areas of opportunity.
- Share key messages with clubs.
- Encourage participation in club leadership education opportunities.

STRATEGIC PLAN

The Kiwanis strategic plan is designed for each district and club to use as a guide to create their own plans and choose their own paths toward our common Kiwanis goals. The plan focuses on five goal areas — or priorities — that will help clubs, districts and our overall organization thrive for years to come as a positive force for good in the world.

It's important for the lieutenant governor to understand the district's goals and to communicate them clearly with clubs. In fact, each club in your division should have a strategic plan of their own. Work with clubs to ensure their strategic plans align with those of both Kiwanis International and the district.

Kiwanis International's strategic plan

Think of a strategic plan as an organization's road map. You select the goals you want to take, but the strategic plan shows us which road destination — our goals. Our strategic plan guides each district and club to create and update their own plans and choose their own paths toward accomplishing common goals in the following areas of priority.

MEMBERSHIP AND ENGAGEMENT

To build, create and support a growing Kiwanis membership network.

Strategies:

- Focus responsibility and accountability for growth to officers of Kiwanis International, to subdistricts and to districts.
- Promote membership growth and retention for existing clubs.
- Institutionalize leadership growth in every district of every district.
- Inspire the club experience.
- Maximize the use of technology for new and existing members.
- Keep former members engaged as supporters and donors.
- Expand successful D.P. programs for growth.

LEADERSHIP AND EDUCATION

Develop competent, capable, caring leaders across the Kiwanis family.

Strategies:

- Assess all district and Kiwanis International leadership positions, maximize roles and responsibilities to address future organizational goals.
- Assess current educational components and identify future offerings and delivery systems to accomplish organizational priorities and goals.
- Create structure and pathways for future and emerging leaders throughout the organization.
- Make our ongoing governance structure change and allocate resources to implement all improvements.
- Invest in a major leadership and education initiative.

COMMUNITY IMPACT

Facilitate meaningful services, with service to children as our priority.

Strategies:

- Continue to focus on signature projects as a key for effective and impactful community service in Kiwanis communities.
- Continue to encourage active support of Kiwanis Service Leadership Programs by all Kiwanis clubs everywhere.
- Continue to utilize the Kiwanis Children's Fund and all Kiwanis fundraising experiences to fund Kiwanis signature projects and Kiwanis branded service.

BRANDING AND IMAGE

Enhance the Kiwanis image and brand worldwide.

Strategies:

- Continue to unite the Kiwanis brand for Kiwanis clubs, districts, subdistricts and affiliates.
- Continue to build branding and marketing strategies to facilitate membership growth.

FINANCIAL VIABILITY

Create financial stability and responsible investing.

Strategies:

- Streamline and improve efficiency in all financial operations.
- Improve cost-effectiveness in all aspects of operations.
- Continue to expand existing and develop new additional revenue sources.
- Continue to grow the Kiwanis Children's Fund and investments.
- Maximize performance of our investment portfolio.

LOUISIANA

KI 101 117 5

Your club's strategic plan

Your club should have a strategic plan in place, but it is important to revisit and revise it over time. Creating or revising your club's strategic plan is a group effort. Your club officers, board of directors, and the committed members need to work together to create a plan which will help your club thrive for years to come. Your strategic plan committee should be diverse in background, experience, age, gender, beliefs, and more.

MEMBERSHIP AND ENGAGEMENT

Club strategies: _____ How will you accomplish the strategy? _____

LEADERSHIP AND EDUCATION

Club strategies: _____ How will you accomplish the strategy? _____

6 KIWANIS LEADERSHIP GUIDE

COMMUNITY IMPACT

Club strategies: _____ How will you accomplish the strategy? _____

BRANDING AND IMAGE

Club strategies: _____ How will you accomplish the strategy? _____

FINANCIAL VIABILITY

Club strategies: _____ How will you accomplish the strategy? _____

KI 101 117 7

For more information, look at pages 5-7 in your Leadership Guide.

Division action plan

Effective leaders have a clear understanding of the responsibilities and expectations of their office as it relates to Kiwanis International, the district and the clubs. The lieutenant governor establishes a clear vision for the year ahead through development of division goals. Choose division goals that are specific and attainable. Outline specific steps and a timeframe for completing each step. Define who is responsible for each step, and communicate steps and responsibilities to everyone who has a role in achieving each goal.

Distribute a draft of a division action plan, including goals, steps and timeframes at the preliminary division council meeting. Following discussion, develop and distribute a final action plan to all club and division leaders. This can serve as the basis for the lieutenant governor's regular progress checks with the people responsible.

Clubs are asked to identify their annual goals by October 1. This includes membership goals, committee goals and those specific to board activity. Request a copy of these goals from each club, and consider how they impact the collective division goals. Having these goals in hand will also give the lieutenant governor an immediate opportunity to discuss areas that are important to the club and to better identify what kind of support they may appreciate.

As part of the division action plan, include a division membership plan that specifically outlines the membership goals within each club as well as plans for club openings. See pages 81–82 to better understand the division membership plan.

Potential areas of division goals | action plan:

- Membership: Net members for the division, _____ percent (_____ members)
- Club opening
- Club strengthening
- Key volunteer positions for clubs: openers, coaches, membership chair
- Inclusion of Key Club International alumni and Service Leadership Programs parents as prospective members
- Orientation of all new members
- Engagement of current members
- Regional recognition of members for achievements
- Membership success of Service Leadership Programs, including K-Kids, Builders Club, Key Club, CKI and Aktion Club
- Widespread participation in Key Leader, Bring Up Grades and Terrific Kids (all where applicable)
- Positive publicity in the community
- Official club and board visits
- Other (District-specific)

Division leadership team

To be successful as the division's leader, you'll need help from a division leadership team. Some key team members may be suggested by district policy or division tradition. Others will be based on your analysis of your needs for a productive and successful year. Discuss existing division leadership positions with the current lieutenant governor, past lieutenant governors and others whose advice you value.

Possible division appointments include a committee chair for the governor's visit and experts who can provide direct support for club committees.

For each position, define the tasks, identify the necessary skills and personally ask the member to be a part of your team.

POSITION TITLE _____	
PERSONAL CHARACTERISTICS NEEDED TO BE SUCCESSFUL _____ _____ _____	
RESPONSIBILITY(IES)	
PRIMARY TASK	COMPLETION DATE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
PERSON ACCEPTING POSITION	
NAME _____	
ADDRESS _____ _____	
PHONE _____	EMAIL _____

Division council

PURPOSE

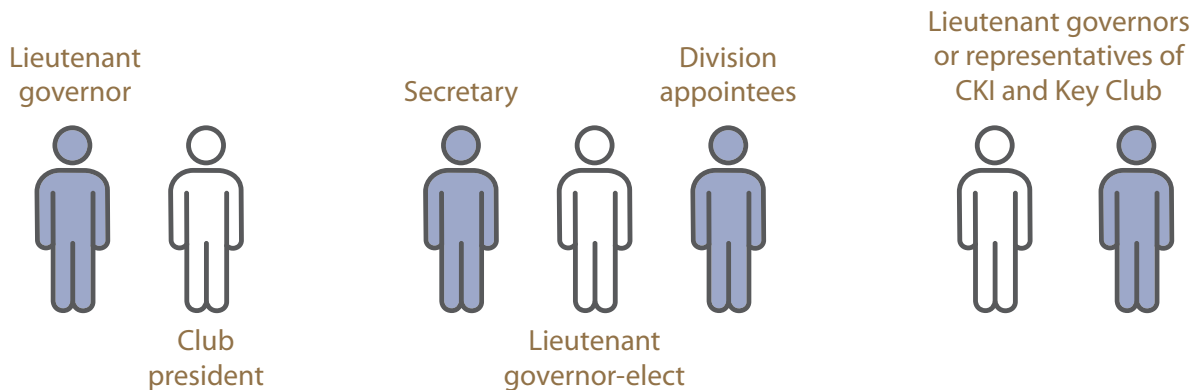
Kiwanis International encourages every lieutenant governor to organize a division council. Through regularly scheduled council meetings, the lieutenant governor has an opportunity to work with club and division leaders to:

- Address common club concerns
- Share ideas and successes
- Evaluate progress in achieving club, division and district goals
- Resolve minor club problems before they become serious
- Track report filings
- Promote division, district and Kiwanis International programs
- Coordinate implementation of division-wide projects and events such as the district governor's visit and the opening of a new Kiwanis club

At a division council meeting held before April 15, a new lieutenant governor and his or her successor must be elected. Consult your district bylaws for the proper procedure and allow time for that process on the agenda.

SIZE AND MAKEUP

In most Kiwanis divisions, council membership includes the lieutenant governor and club presidents. Many councils also include club secretaries, the lieutenant governor-elect, division appointees, and the lieutenant governors or representatives of CKI and Key Club.



PROGRAM SUGGESTIONS

- Q1:** Club presidents share overview of signature service projects.
- Q2:** Invite SLP members to share insights and activities.
- Q3:** Host a division-wide membership event (or more than one if the distance between clubs is too great).
- Q4:** Recognize clubs and leaders and spotlight successes.

Governor's official visit

An official visit to a division provides a governor with focused time to work directly with club leaders, provide information, motivate and gain feedback. An official visit is also a division-wide celebration with the governor, hosted by the lieutenant governor and clubs in the division. And it's an opportunity for the governor to connect and provide support to club members and leaders in the division.



PURPOSE

- A division-wide celebration with the governor, hosted by the lieutenant governor and clubs in the division
- An opportunity for the governor to connect and provide support to club members and leaders in the division

ATTENDANCE

- All Kiwanians in the division are invited to attend. When the schedule and event details are final, encourage clubs to register. It's common for a club to have enough members attending to qualify as an inter-club.
- Club and division leaders traditionally attend a division council meeting before the event.
- Leadership of Kiwanis Service Leadership Programs is also invited (K-Kids, Builders Club, Key Club, CKI and Aktion Club).
- Invite local media as guests of the division.

PLANNING

Governor's official visits are varied. Some are dinner events with a formal program; some are service projects. Ask the governor if he/she has a preference. Remember, this is an opportunity for them to connect with the clubs in your division and celebrate accomplishments in key areas such as membership and club-opening efforts, fundraising, and community impact. Create an event that best accommodates the purpose.

While you are lieutenant governor-designate, establish a special division committee to plan and carry out all arrangements. Meet with this committee to determine specific obligations and timeframes. Follow up regularly to make certain all deadlines are met.

Division membership plan

The lieutenant governor is responsible for accomplishing the membership goals within the division during the year. This effort is in collaboration with your division membership team, which includes certified club coaches, who focus on existing clubs, and a club opener. Specifically, the division membership team monitors and encourages the opening of new clubs and the strengthening of membership in existing clubs.

BEFORE THE YEAR BEGINS:

- Attend lieutenant governor orientation and familiarize yourself with the resources provided by Kiwanis International at kiwanis.org/membership.
- Identify potential sites for new clubs and initiate the club-opening steps.
- Get membership information from the current lieutenant governor for each club. As you meet each club's incoming officers, discuss membership goals and support for new clubs within the division. Take special note of clubs that have been recently organized.
- Consider how you'll communicate the division's membership priorities and progress throughout the year to club leaders and members. Make use of:
 - Education sessions.
 - Division newsletters.
 - Official club and board visits.

DURING THE ADMINISTRATIVE YEAR:

- Make progress on opening a new Kiwanis club during the first half of the Kiwanis year (October-March).
- Strengthen an existing Kiwanis club.
- Ensure that support and mentoring continue for clubs that have been organized within the past 12 months.
- Lead by example: Fulfill your commitments to participate personally in specific membership activities.
- Continue to communicate the division's membership priorities and progress.
- Recognize the clubs and individuals who achieve their membership goals.
- Sponsor a member into your own club early in the year.
- Offer advice to your successor for the next administrative year.
- Bring in at least one new member and make a donation to the Kiwanis Children's Fund by November 30.

ACTIONS THAT MAKE KIWANIS STRONGER



ACTIONS	RESULTS
<input type="checkbox"/> Invite members	<ul style="list-style-type: none"> • Club reaches charter strength • Club has net increases (different levels)
<input type="checkbox"/> Open a club	<ul style="list-style-type: none"> • New Kiwanis clubs in existing and new communities
<input type="checkbox"/> Coach a club	<ul style="list-style-type: none"> • New club is stable and strong at year 1, year 2 • New club reaches 25 members or more the first year
<input type="checkbox"/> Coach an existing club	<ul style="list-style-type: none"> • Club reaches charter strength • Club has net increases (different levels)
<input type="checkbox"/> Sponsor a new club	<ul style="list-style-type: none"> • New club is stable and strong at year 1, year 2

Division member engagement plan

Your responsibilities include helping clubs maintain or increase their membership, opening new clubs, ensuring participation in club leadership education and increasing club members' engagement and morale. The energy that you give this position will go a long way toward maintaining the health and vitality of the clubs in your division — and, by extension, Kiwanis International.

District point person: District membership coordinator

Club point person: Membership committee chair

Kiwanis International point person: Area director

YOUR DIVISION MEMBERSHIP TEAM

- Club opener
- Club coach
- Club membership committee chairs

Another way to engage members in your division is through club and board evaluations. Your success as lieutenant governor ultimately depends on the success each club in the division has in strengthening the quantity and quality of membership and service during the administrative year. Your ability to help clubs become stronger, provide better service to the community and meet the needs of their members starts with gaining a thorough knowledge of each club's strengths and weaknesses. Establish a positive, helpful relationship with incoming club presidents and maintain this relationship throughout the year.

BEFORE YOUR TERM BEGINS

- Meet with the current lieutenant governor and discuss each club. Note the lieutenant governor's impression of noteworthy strengths and possible improvements.
- Obtain copies of each club's monthly reports (October-April) from the lieutenant governor. Note positive and negative trends of each club. These reports will be available to you electronically once your term has officially begun.
- Contact the incoming club presidents in every club. Give them your mailing and email addresses and phone number(s). Encourage them to contact you whenever you can help. Ask for their impressions of the current club status, including club strengths and potential challenges for the upcoming year. Record these comments. Discuss their clubs' goals and how those goals will address the potential challenges they may face during their term.



What matters do you need to discuss with your clubs before beginning your term?

How can you use this information to better support the clubs in your division?

Division club opening

As lieutenant governor, you are responsible for identifying new communities as potential new-club locations and leading your division's club opening team. New clubs bring new energy and focus to a community, empowering people there to address the issues it faces. Having a qualified club opening team is essential to being successful.

IDENTIFYING POTENTIAL CLUB SITES

- Gather information about demographics and needs.
- Determine how the new club could address local needs.
- If multiple sites are being considered, prioritize one.
- Identify contacts to open doors.



FORMING YOUR TEAM

- Utilize your division club opening team.
- Identify potential club coaches and communicate them to the district membership coordinator.
- Reach out to clubs who could act as potential sponsoring clubs within your division to gauge their interest.

LIEUTENANT GOVERNOR RESPONSIBILITIES

- Coordinate club opening efforts within your division.
- Direct and support club-opening and membership initiatives in the following activities:
 - Collaborate with division club opening team and district membership coordinator.
 - Assist in implementing the division membership plan for club opening.
- Mentor new clubs
- Evaluate, coach, support, and provide positive reinforcement to newly formed club.
- Share key messages from the district and Kiwanis International.
- Encourage new club officer participation in club leadership education opportunities.

CLUB OPENER RESPONSIBILITIES

- Work closely with the lieutenant governor and club coach to identify sites, develop strategies and create a timetable for opening new clubs.
- Provide regular reports to the district chair and the lieutenant governor.
- Participating in membership planning meetings with lieutenant governors at trainings and conventions.
- Lead the club-opening process, in collaboration with the club counselor and lieutenant governor.
- Act as the ambassador for club organization.
- Identify at least one new-club site in your division per year.
- Mentor additional club openers.

Division club opening plan

SITE _____	
ACTION STEPS _____	

_____	PERSON RESPONSIBLE
_____	_____

_____	PROGRESS DATES
_____	_____

_____	COMPLETION DATE
_____	_____

SITE _____	
ACTION STEPS _____	

_____	PERSON RESPONSIBLE
_____	_____

_____	PROGRESS DATES
_____	_____

_____	COMPLETION DATE
_____	_____

Division club strengthening

In addition to the opening of new Kiwanis clubs, the organization’s future also depends on the continuing strength of current Kiwanis clubs. As lieutenant governor, your active support is crucial. Here are some ways that you can help good clubs thrive and struggling clubs get healthy.

CLUB STRENGTHENING TIPS

- Review Kiwanis International’s Five-Year Membership Trends Report with your district membership coordinator.
- Use Kiwanis Connect to review club monthly reports and the membership dashboard.
- Identify club coaching needs.
- Uncover membership growth and club recognition opportunities within your division.
- Discover club service projects and events to promote.
- Communicate with club leaders regularly.
- Push membership growth in existing clubs (especially those recently formed).
- Visit clubs frequently.
- Utilize the Achieving Club Excellence tools.

FIND THE BEST ACE TOOL TO HELP YOUR CLUBS

CONCERNS	TOOLS THAT CAN HELP
Your club is unsure of its purpose in the community.	Creating the Purpose Developing Community Partnerships
Members of your club seem disinterested or dissatisfied.	Measuring Member Satisfaction Analyzing Your Impact Celebrating Success
Your club is losing members.	Measuring Member Satisfaction Hosting an Open House
Your club wants to become more visible in the community.	Developing Community Partnerships Rediscovering Your Community Analyzing Your Impact
Your club’s signature project is losing member interest.	Rediscovering Your Community Measuring Member Satisfaction Analyzing Your Impact
Your club’s annual fundraiser is becoming less successful.	Analyzing Your Impact
Your club has ideas but needs direction or goals.	Planning for Club Excellence Rediscovering Your Community Club Scorecard Analyzing Your Impact
Your club needs ideas for recognizing individual and club accomplishments.	Celebrating Success
Your club wants to add more members.	Hosting an Open House

Division club strengthening plan

CLUB _____	
ACTION STEPS _____	

NOTES _____	

PERSON RESPONSIBLE

PROGRESS DATES

COMPLETION DATE

CLUB _____	
ACTION STEPS _____	

NOTES _____	


PERSON RESPONSIBLE

PROGRESS DATES

COMPLETION DATE

Division club coaching

Club coaching varies based on the age of the club. The way you mentor and support new clubs will differ from how you mentor and support established clubs. The club coaches you identify as part of your division membership team are there to help clubs develop long-term goals for service and membership — while helping to monitor member engagement and suggesting improvements when necessary. Ultimately, the club coaches provide a mix of the practical and the inspirational — and several things in between.

COACHING NEW CLUBS

New Kiwanis clubs often begin with good intentions and great enthusiasm. But the continuing success of a club requires effort and attention to detail. Those factors are especially important for new clubs. A club coach helps members navigate the exciting but delicate early stages of a new club's life.

Club coaches who support new clubs have the following responsibilities:

- Ensure that new clubs become independent and strong, with a minimum of 25 members.
- Work closely with the division lieutenant governor and club opener to support the club-opening process and develop a timetable to assist new clubs in getting started.
- Start mentoring new clubs after the organizational meeting (but ideally become involved before the pre-organizational meetings).

COACHING EXISTING CLUBS

There are many ways for a Kiwanis club to succeed. Each has its own strengths, traditions and community presence. For the same reasons, no two struggling Kiwanis clubs will struggle in the same way or for the same reasons. They are the club's main supporter and are there to help celebrate success and member achievements. Most importantly, they are there to help the members become self-sufficient.

Club coaches who support existing clubs have the following responsibilities:

- Mentor the leaders of a struggling Kiwanis club, or a club with low membership that has submitted a request for assistance to the lieutenant governor.
- Provide objective advice, assisting the club in implementing a plan to increase membership.
- Use the Achieving Club Excellence tools to guide clubs.
- Provide regular reports to the district chair and the lieutenant governor.
- Participate in membership planning meetings with the lieutenant governor at training or at conventions.

POTENTIAL CLUB COACHES TO ADD TO MY DIVISION MEMBERSHIP TEAM

Name _____

Club _____

Phone number _____

Email _____

New or Existing? _____

Division club coaching plan

CLUB _____	
ACTION STEPS _____	

_____	PERSON RESPONSIBLE
_____	_____

_____	PROGRESS DATES
NOTES _____	_____

_____	COMPLETION DATE
_____	_____

CLUB _____	
ACTION STEPS _____	

_____	PERSON RESPONSIBLE
_____	_____

_____	PROGRESS DATES
NOTES _____	_____

_____	COMPLETION DATE
_____	_____

Division club communication plan

As a lieutenant governor, clubs will share information about upcoming events, news releases and member newsletters with you. Kiwanians are the most effective advertisements for Kiwanis. We represent our image in living color, wear our brand and share our message with the world. That's why it's important for all of us to share the same message and visual style. It's also important to empower members and clubs worldwide with the training and tools they need to share the Kiwanis story as one, unified voice.

District point person: District public relations coordinator

Club point person: Public relations committee chair

PERSONALIZING THE BRAND

If a club in your district needs a "customized" logo, it's free and easy to get. Tell them to visit kiwanis.org/brand and click the "club logo" button. Clubs can even get a special anniversary logo if they are celebrating a milestone! Do not decorate or customize the club or Kiwanis logo.



Kiwanis[®]
CLUB OF INVERNESS

MEDIA RELATIONS

Your district public relations coordinator has been trained in media relations. You might not always need to be your division's spokesperson, but if you do, here are a few tips.

When you receive a media call, follow these steps:

1. Find out what the reporter wants to know — and their deadline.
2. Identify a spokesperson. Kiwanis can be the spokesperson. Call us!
3. Schedule the interview.
4. Develop key messages: the three main points you want to make.
5. Develop and practice tough questions.
6. Participate in the interview.
7. Follow up with the reporter.
8. Inform stakeholders of pending coverage and report the outcome.



It is also critical that you decide how you will communicate with each of the clubs in your division. Whether it be through email or phone calls, you need to strategize the most effective way to stay in touch with your clubs. Find the method that works best for you and be intentional about the information you are passing along. Remember, you don't need to forward every email you receive on to your clubs. Instead, summarize the important messages and send them to your club leaders.

PREFERRED METHOD OF COMMUNICATION FOR THE CLUBS IN MY DIVISION

CLUB _____	NOTES _____
PRESIDENT _____	_____
PHONE _____	_____
EMAIL _____	_____
PREFERS <input type="checkbox"/> CALL <input type="checkbox"/> EMAIL	_____
CLUB _____	NOTES _____
PRESIDENT _____	_____
PHONE _____	_____
EMAIL _____	_____
PREFERS <input type="checkbox"/> CALL <input type="checkbox"/> EMAIL	_____
CLUB _____	NOTES _____
PRESIDENT _____	_____
PHONE _____	_____
EMAIL _____	_____
PREFERS <input type="checkbox"/> CALL <input type="checkbox"/> EMAIL	_____
CLUB _____	NOTES _____
PRESIDENT _____	_____
PHONE _____	_____
EMAIL _____	_____
PREFERS <input type="checkbox"/> CALL <input type="checkbox"/> EMAIL	_____

Division club leadership education

A leadership development coordinator has been appointed by your district to offer education sessions for incoming club officers. These in-person training sessions are an opportunity for club leaders to learn the basics of club operations, understand their role, and become familiar with the available resources.

As a lieutenant governor-elect, you need to plan to attend this event. A certified instructor will be assigned to facilitate the session, but the planning details — including date, time, location, invitations and onsite arrangements — must be worked out between the incoming lieutenant governor and the certified instructor.



PURPOSE

To prepare the incoming club officers to successfully carry out their responsibilities.



PEOPLE RESPONSIBLE

A certified instructor has been selected by your district and educated by Kiwanis International to facilitate this education program in each division. The incoming lieutenant governor coordinates date, location, invitations and other logistics.



WHO ATTENDS

Incoming club officers and the incoming lieutenant governor. If possible, the incoming leader may also attend a makeup session with the certified instructor or at the district convention if it is offered at that event.



TIMEFRAME

The classroom session should be conducted in April, May or June. Any makeup sessions or online course completions should be completed before October 1.



AVAILABLE EDUCATION PROGRAMS

- Club president education
- Club secretary education
- Club treasurer education
- Membership committee education

Important websites

MEMBERSHIP

kiwanis.org/membership

kiwanis.org/clubopening

kiwanis.org/clubstrengthening

kiwanis.org/ACEtools

EDUCATION

kiwanis.org/education

kiwanis.org/edhub

kiwanis.org/CLE

KIWANIS CHILDREN'S FUND

kiwanischildrensfund.org

kiwanischildrensfund.org/foundation-resources

kiwanischildrensfund.org/staff

kiwanischildrensfund.org/clubgrants

SERVICE LEADERSHIP PROGRAMS

aktionclub.org

buildersclub.org

circlek.org

key-leader.org

keyclub.org

kiwaniskids.org (landing page for all elementary school programs)

keyclub.org/alumni

kiwanis.org/charter

kiwanis.org/advisor

kiwanis.org/bullyprevention

YOUTH PROTECTION GUIDELINES

kiwanis.org/youthprotection



PLANNER

MAY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 / 30
24 / 31	25 Kiwaniis International office closed	26	27	28	29	30

CHECKLIST

- Ensure the contact information on the Division Snapshot page is completed.
- Complete Club Opener and Club Coach training.
- Contact the Leadership Development Coordinator to find out when club leadership education is happening.
- Shadow the current lieutenant governor during their club visits.
- Identify potential new club sites in your division.

JUNE 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			105th annual Kiwanis International Convention in Indianapolis, IN, USA <i>(June 17-20)</i>			
21	22	23	24	25	26	27
28	29	30				

CHECKLIST

- Contact each incoming club president in your division to welcome and motivate them.
- Shadow the current lieutenant governor during their club visits.
- Participate in division growth meetings.
- Plan your division council meetings.
- Review list of club openers and club coaches.

JULY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Kiwaniis International office closed	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CHECKLIST

- Continue building relationships with your incoming club presidents.
- Shadow the current lieutenant governor during their club visits.
- Participate in division growth meetings.
- Continue identifying potential new club sites in your division.

AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 / 30	24 / 31	25	26	27	28	29

CHECKLIST

- Challenge each incoming club president to make a commitment to sponsor at least one new member during the month of October.
- Shadow the current lieutenant governor during their club visits.
- Participate in division growth meetings.
- Discuss site plans and club opening efforts with your governor during district convention.

SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Kiwaniis International office closed	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

CHECKLIST

- Ensure the goals on the Division Snapshot page are filled in.
- Continue building relationships with your incoming club presidents.
- Invite a new member to your home club.
- Challenge your home club leaders to invite a new member.
- Combine your division plans to create one refined division action plan.
- Continue to evaluate new club sites in your division.

DIVISION SNAPSHOT

DIVISION METRICS			
Current number of clubs:	Number of new clubs added this quarter:	Current number of members:	Number of new members added this quarter:
DIVISION GOALS			
Number of new clubs to open:		Number of new members to add during the 1st quarter:	
Number of new members to add overall:			
THIS YEAR'S NEW CLUB OPENING GOAL		THIS YEAR'S NEW MEMBER ADD GOAL	
Percentage of completed progress (current/goal):		Percentage of completed progress (current/goal):	
MY 1ST QUARTER GOALS			
Goal 1:			
Action steps to complete goal:			
Goal 2:			
Action steps to complete goal:			

CLUBS IN MY DIVISION

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

.....

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 Kiwaniis One Day
25	26	27	28	29	30	31

CHECKLIST

- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Share your division action plan with the governor and area director.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.
- Participate in Kiwanis One Day.

NOVEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30			Kiwaniis International office closed		

CHECKLIST

- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.
- Make a donation to the Kiwanis Children's Fund by November 30.
- Recruit at least one new member by November 30.

DECEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Kiwaniis International office closed	26
27	28 Kiwaniis International office closed	29 Kiwaniis International office closed	30 Kiwaniis International office closed	31 Kiwaniis International office closed		

CHECKLIST

- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to struggling clubs.
- Contact all club leaders in your division.

QUARTER I REVIEW

DIVISION METRICS			
Current number of clubs:	Number of new clubs added this quarter:	Current number of members:	Number of new members added this quarter:
QUARTER 1 STATISTICS	1st quarter actual	1st quarter actual	Difference
Number of new clubs:			
Number of new members:			
THIS YEAR'S NEW CLUB OPENING GOAL		THIS YEAR'S NEW MEMBER ADD GOAL	
Percentage of completed progress (current/goal):		Percentage of completed progress (current/goal):	
MY 1ST QUARTER GOALS			
Goal 1:			
Action steps to complete goal:			
Goal 2:			
Action steps to complete goal:			

CLUBS IN MY DIVISION

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

.....

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

JANUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Kiwaniis International office closed	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

CHECKLIST

- Promote your District Mid-Year Conference.
- Encourage dynamic and emerging leaders in your division to attend the Kiwanis International Convention.
- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

FEBRUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

CHECKLIST

- Encourage leaders in your division to apply for the lieutenant governor-elect position.
- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

MARCH 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Kiwaniis International office closed	27
28	29	30	31			

CHECKLIST

- Schedule the division elections at the next division council meeting.
- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

QUARTER 2 REVIEW

DIVISION METRICS			
Current number of clubs:	Number of new clubs added this quarter:	Current number of members:	Number of new members added this quarter:
QUARTER 2 STATISTICS	2nd quarter actual	2nd quarter actual	Difference
Number of new clubs:			
Number of new members:			
THIS YEAR'S NEW CLUB OPENING GOAL		THIS YEAR'S NEW MEMBER ADD GOAL	
Percentage of completed progress (current/goal):		Percentage of completed progress (current/goal):	
MY 2ND QUARTER GOALS			
Goal 1:			
Action steps to complete goal:			
Goal 2:			
Action steps to complete goal:			

CLUBS IN MY DIVISION

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

APRIL 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

CHECKLIST

- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

MAY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 / 30	24 / 31	25	26	27	28	29
	Kiwanis International office closed (May 31)					

CHECKLIST

- Begin building a mentor relationship with the lieutenant governor-elect.
- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

JUNE 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
				106th annual Kiwanis International Convention in Salt Lake City, Utah, USA (June 24-27)		
27	28	29	30			

CHECKLIST

- Encourage clubs to attend and send delegates to the district convention.
- Plan to spend some time with the lieutenant governor-designate at the district convention.
- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

QUARTER 3 REVIEW

DIVISION METRICS			
Current number of clubs:	Number of new clubs added this quarter:	Current number of members:	Number of new members added this quarter:
QUARTER 3 STATISTICS	3rd quarter actual	3rd quarter actual	Difference
Number of new clubs:			
Number of new members:			
THIS YEAR'S NEW CLUB OPENING GOAL		THIS YEAR'S NEW MEMBER ADD GOAL	
Percentage of completed progress (current/goal):		Percentage of completed progress (current/goal):	
MY 3RD QUARTER GOALS			
Goal 1:			
Action steps to complete goal:			
Goal 2:			
Action steps to complete goal:			

CLUBS IN MY DIVISION

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

.....

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

.....

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

JULY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Kiwani International office closed	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CHECKLIST

- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

AUGUST 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CHECKLIST

- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.
- Contact all club leaders in your division.

SEPTEMBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Kiwani International office closed	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

CHECKLIST

- Develop a division transition strategy and meet with your successor.
- Celebrate your successes and recognize your team.
- Review each club's monthly report and look for opportunities to celebrate accomplishments.
- Compare available information to the division action plan to ensure goals are on track.
- Review progress of your growth and membership team.
- Check in with your club coaches appointed to clubs.

QUARTER 4 REVIEW

DIVISION METRICS			
Current number of clubs:	Number of new clubs added this quarter:	Current number of members:	Number of new members added this quarter:
QUARTER 2 STATISTICS	4th quarter actual	4th quarter actual	Difference
Number of new clubs:			
Number of new members:			
THIS YEAR'S NEW CLUB OPENING GOAL		THIS YEAR'S NEW MEMBER ADD GOAL	
Percentage of completed progress (current/goal):		Percentage of completed progress (current/goal):	
MY 4TH QUARTER GOALS			
Goal 1:			
Action steps to complete goal:			
Goal 2:			
Action steps to complete goal:			

CLUBS IN MY DIVISION

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

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Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

.....

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____

.....

Club name _____

Club president's name _____

Meeting date and time _____ Current # of members _____ New member add goal _____



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