

LIEUTENANT GOVERNOR PLANNER

MAY 2023

Kiwanis International dates

- May 1** Kiwanis International-Europe Office closed, Ghent, Belgium.
- May 1-15** Letters sent to convention delegates for past-due balance of US\$150 or more for Kiwanis clubs.
- May 4-6** Key Club International Governors and Administrators Conference, Atlanta, Georgia, U.S.
- May 18-21** Kiwanis International-Europe convention, Amsterdam, Netherlands.
- May 29** Kiwanis International Offices (Ghent, Belgium, and Indianapolis, Indiana, U.S.) closed.

Checklist *If you completed your lieutenant governor training earlier than May 1, feel free to begin working on this list before May.*

- Contact the current lieutenant governor to compare notes, gain insights, see assistance can be offered before taking over in October. Coordinate dates for the current lieutenant governor to introduce the lieutenant governor taking over in October to each club well in advance. Begin shadowing the current lieutenant governor during their club visits.
- 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. Write down your questions to be answered later when you discuss district-specific tasks.
- 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 to each team member.
- Ask the Leadership Development Coordinator to find out when club leadership education is happening.
- Contact the certified instructor in your division or the district leadership development coordinator 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 Circle K International and Key Club International counterparts. (They were elected in February, March or April.)
- Make plans to attend Kiwanis International and district conventions.
- Complete club opener and club coach training modules/webinars.
- Identify potential new club sites in your division.

JUNE 2023

Kiwanis International dates

- June 21** Kiwanis International Board meeting, Minneapolis, Minnesota, U.S.
- June 21** Kiwanis Children's Fund Board meeting, Minneapolis, Minnesota, U.S.
- June 21-24** 2023 Kiwanis International Convention, Minneapolis, Minnesota, U.S.
- June 21-24** 2023 Circle K International Convention, Minneapolis, Minnesota, U.S.

Checklist

- 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 treasurers and membership committee chairs.
- Join the current lieutenant governor as he or she visits clubs to begin your preliminary evaluation.
- Review list of club openers and club coaches.
- Meet with your division membership team to discuss plans for the coming year. This team includes club openers and the club coaches identified in your division.
- Identify a new-club site and key dates for inviting new members.
- Participate in division growth meetings.
- Attend the Kiwanis International convention. Encourage attendance from incoming club presidents, secretaries and members of the division leadership team.
- Plan your division council meetings, to be held monthly or at least once per quarter.
- Meet with your Key Club and Circle K International lieutenant governor counterparts to coordinate activities and discuss their overall membership plans. Also discuss new SLP clubs – because the opening of new Kiwanis clubs can go hand in hand with this effort.

For updated information regarding important dates go to: kiwanis.org/clubs/member-resources/events/important-dates



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