


INFLUENTIAL LEADERSHIP


BLUEPRINT FOR LIEUTENANT GOVERNORS

QUARTER 1

October

- ~~“Walk the talk” by personally recruiting and bringing~~ a new member to your club; ~~also~~ make a donation to your district foundation and the Kiwanis Children’s Fund. You cannot ask others to do what you have not already done. 
- Write and distribute a division-wide e-newsletter thanking the past LG/club officers for their service; share goals and important calendar events for the coming year.
- Devote time to compile Q4 and year-end club report information (membership growth/decline; monthly report submissions; outstanding dues; recognition of Ruby K recipients; etc.).
- Host a Zoom call to focus on membership with club presidents and membership committee.
- Establish or refresh the division’s Facebook page and any other social media platforms.
- Host a division-wide service rally in late October.

November


- Make club visits, prepare to install new club officers; submit expenses for reimbursement.
- Host a meeting with t division LGs, sharing year-end findings and discussing ways they can assist with division needs (Key Clubs needing sponsors; potential opening sites; potential new SLPs; etc.).

December

- Host a **Division Council Meeting** with club and district SLP updates (make it hybrid if possible).
- Share potential club opening sites observed during initial club visits with the **Governor and District Membership Coordinator**.

QUARTER 2

January

- **Devote some** time to compile Q1 club report information (nbership growth/decline; monthly report submissions; outstanding dues; recognition of Ruby K recipients; etc.).
- Host a Zoom call to focus on membership with club presidents and membership committee.
- Consider hosting a KI anniversary/birthday celebration around January 21.
- Promote District Midyear Conference registration (if applicable).

February

- Make club visits, encouraging members to help kids and improve their respective communities, promote ~~the~~ Kiwanis Day of Giving, remind clubs of **KI’s signature project contest** deadline and the IRS 990 report submission deadline; submit any expenses for reimbursement.




March

- Host a **Division Council Meeting**, with club and district SLP officer updates (**hybrid if possible**); include election of next year's LG.
- Promote Kiwanis International **Convention** registration.
- Participate in the **District Midyear Conference** (if applicable).

QUARTER 3

April



- ~~Devote some~~ time to compile Q2 club report information (membership growth/decline; monthly report submissions; outstanding dues; recognition of Ruby K recipients; etc.).
- Host Zoom call to focus on membership with club presidents and membership committee; **April 1 is** the midpoint of our administrative year and the prime opportunity to determine how clubs are meeting their goals; ask leaders to redouble their efforts for the second half of the year.
- Host a meeting with past division LGs, sharing midpoint **findings** and discuss ways they can assist ~~with~~ division needs (Key Clubs needing sponsors  potential club opening sites; potential new SLPs; etc.).

May

- Make club visits, ensuring clubs elected officers for the following year; **submit** expenses for reimbursement.
- Promote Continuing Leadership Education for newly-elected/appointed club leaders.
- Promote **District Convention** registration.

June

- Host a **Division Council Meeting**, with club and district SLP officer updates (**hybrid if possible**); introduce recently ~~e~~-elected district Key Club and CKI officers.
- Participate in the Kiwanis International **Convention**.

QUARTER 4

July



- Devote some time to compile Q3 club report information (membership growth/decline; monthly report submissions; outstanding dues; recognition of Ruby K recipients; etc.).
- Host Zoom call to focus on membership with club presidents and membership committee chairs/members; promote **D**CON registration.
- Submit ~~I~~CON expenses for reimbursement.

August

- Make year-end club visits; submit expenses for reimbursement.
- Participate in your **District Convention**.

September

- Compile and distribute a division-wide newsletter introducing the new LG and incoming club presidents; promote a division-wide service rally for late October.
- Submit ~~D~~CON expenses for reimbursement.

