

DETAILED INFORMATION ON MEETINGS

ANNUAL CLUB MEETING A Kiwanis Club's annual club meeting must be held between April 1st and the second week in May. It is your responsibility to promote/educate clubs on this meeting. Please refer to page 30 and 31 of your *Leadership Guide* in order to educate clubs on how to run this meeting.

CLUB LEADERSHIP ORIENTATION, CLO, is a five-hour session that helps prepare incoming Club Presidents and Secretaries for their responsibilities. Topics to be discussed include: committees, meetings, membership, public relations and sponsored youth, among others. It will ordinarily start at 9:00 AM and last until about 2:00 PM.

Leadership Guides will be distributed during the CLO. This is different than previous years, where Kiwanis International MAILED the guide to each club secretary in May. This year the Carolinas District has covered the cost in the district budget to make this meeting FREE to participants. The locations of these sessions are selected by region.

YOU are an **IMPORTANT** part of CLO! Among other duties, you will lead a session. Your responsibilities as Lt. Governor for CLO include:

1. Recruit all incoming Club Presidents and Secretaries in your Division to attend the **entire** session.
Promote by:
 - A. sending regular creative reminders
 - B. making personal contact to invite and to encourage attendance
 - C. making follow up telephone calls
 (Pre-registration is preferred because of catering arrangements.) Encourage those with conflicts to attend a CLO on another date; then, sent up a convenient time to meet with them so you can share your info.
2. Contact the Instructor two weeks before the session to make certain you both understand your duties.
3. Attend the **entire** CLO, arrive early to assist the instructor and to help with registration.
4. Conduct a program for your Division covering the following:
 - An administrative year calendar handout of events that include division activities
 - Review Club Achievement Criteria and Kiwanian Awards
 - Discuss Lt. Governor visits and establish dates
 - Discuss purpose of Division Council and scheduled meeting dates
 - Your contact information
 - Division Goals
 - Membership growth: Division and Club goals and new club building plans
 - International Foundation: donation goals
 - Information on the Carolinas District Foundation and your yearly donation goals
 - Governor's Regional Meeting: dates, protocol
5. Take attendance. Presidents and Secretaries who are absent must attend another CLO or be **personally trained by you**. In that case, contact them and decide on an agreeable time to meet and share your information. The CLO instructor will give you *Leadership Guides* for you to deliver or mail to the absent.
6. Help with clean-up

TIMELINE

NOW: Contact incoming President and Secretary to promote and encourage attendance.

TWO WEEKS BEFORE: Contact Lead Instructor to be certain that you understand your duties.

THE MORNING OF:

- 1) Arrive early and help get a table ready for registration
 - 2) Record and verify attendees and collect fees. The Lead Instructor will take the sign in sheet.
- DURING SESSION:** Complete a "Certificate of Participation" for each attendee. (Lead Instructors sign)

AFTER SESSION:

- 1) Help Clean Up and 2) Take *Leadership Guide* for all absentees.

Since CLO has been shortened to five hours instead of an all day event, please contact your CLO instructor about the agenda. The Lead Instructor reserves the right to change any/all of the sample agenda due to unforeseen circumstances. The Lead Instructor is responsible for calling the session to order and introducing the Lt. Governors.

CLUB OFFICER INSTALLATIONS As early as July or as late as September, a club might ask you to install their officers. If so, refer to pages 34-35 of your *Leadership Guide* for a script of what you might say to install the officers as well as a script in the tools section of your binder. Please do not read this script word for word at the installation ceremony. Rather, put it in your own words to give it meaning.

CONTACT VISIT As Lt. Governor-Designate, you should visit each club in your division between NOW and September 30. This is referred to as the club CONTACT VISIT. This visit is your chance to meet with your incoming president ONE MORE TIME before your Kiwanis year begins. It is also the club's opportunity to meet you. The District would prefer you to complete all Contact Visits BEFORE THE DISTRICT CONVENTION. The Carolinas District reimburses you for roundtrip mileage X 30 cents for each Contact Visit. [FORMS] This visit should NOT be the same date as the Club Officer Installation. Use your club listing for times and places that the Kiwanis Clubs in your division meet! You will need to contact the current Club President in order to schedule your contact visit. Schedule visits to your weaker clubs FIRST so that you can give them the most help. Also, please read over the ClubVisits Form in the FORMS section of your binder so that you can answer all the questions it requires you to complete. Do you have any division leadership positions that need to be filled? This would be a good time to survey your clubs. Also, is the club interested in being re-energized? If so, contact the TAG TEAM.

At the meeting, be prepared to give a short description of how you plan to move the Division forward for your year.

CONVENTIONS—DISTRICT There are two district conventions that you are required to attend: the one during your term as Lt. Governor-Designate and the one during your term as Lt. Governor.

District convention during your year as Lt. Governor-Designate At this convention, if at all possible, complete the following items:

- You are a Delegate-At-Large – register at the delegate table and VOTE!
- Conduct a division council meeting with the outgoing Lt. Governor
- Attend Governor's Banquet
- Attend Installation Ceremony (part of Governor's Banquet)
 - After the current Lt. Governors are retired, the board counselor will ask you to stand to be installed. You may invite your spouse/significant other and family to attend.

District convention during your year as Lt. Governor Complete the following items:

- You are a Delegate-At-Large—register at the Delegate table and VOTE!
- Conduct a division council meeting with the Lt. Governor-Designate
- Attend Governor's Banquet
- Attend Retirement Ceremony (may be part of Governor's Banquet)
- You will be retired by our board counselor and the Governor.

CONVENTIONS-INTERNATIONAL

In order for us to know that you were at the International Convention, you MUST attend the District Caucus. While at the convention, attend as many seminars as you can to help you be better prepared for your year as Lt. Governor. You might also want to have a social get together with the current Lt. Governor and any other attendees from your division. You are automatically a delegate-at-large. Attend the House of Delegates and vote!

As Lt. Governor, you are more than welcome to come to the International Convention. If you do decide to attend the International Convention as Lt. Governor, you are a delegate-at-large. You may represent another club in your division, or you may vote independently. In order for us to know that you were at the International Convention, you MUST attend the District Caucus. Also, set up a social get together with the Lt. Governor-Elect and any other attendees from your division.

District Caucus at the International Convention Each year at the International Convention, we have a District Caucus. The district is aware that 2/3 of our delegates are coming to an International Convention for the first time. Therefore, the District Caucus has been organized to share background information and recommendations from district leaders as to issues and candidates. The Caucus is held in the morning and prior to voting.

CONVENTIONS-SLP While Lt. Governors are not required to attend sponsored leadership conventions, if you do, the outstanding youth leadership in our district would appreciate it. Just like with our own children, it makes all the difference in the world if we just show up for their recitals, baseball games, etc. Enjoy yourself at the Circle K and Key Club Convention, and truly make a difference!

DIVISION COUNCIL MEETINGS

Purpose: To provide an environment where Division and District goals can be accomplished in a unified, coordinated manner. A question to ask yourself would be: "If each council focused on sharing ideas about a problem common to most clubs in your divisions, what would be some topics that might be most helpful?"

Methodology: The current Lt. Governor is the presiding Officer of the Division Council. The Lt. Governor's main responsibility is to provide communication between the Clubs in his/her Division, the District and International office. The Division Council is the Board of Directors of the Division. Consequently, positions of responsibility must be established. Some of these positions already exist within the divisions but the duties or responsibilities are not well known or understood. Documented below are just a few of the roles and related responsibilities.

Immediate Past Lt. Governor

- Act as a consultant to the current Lt. Governor and the Division Council.
- In the absence of the Lt. Governor, preside over Divisional Council meeting.
- Preside over the Division Caucus when the elections are held for Lt. Governor-Designate and Lt. Governor-Elect is held.
- As a Past Lt. Governor, if called upon, to install Club Officers.

Lt. Governor-Elect

- To attend all Divisional Council Meetings.
- Assist the current Lt. Governor wherever possible. Learn as much as possible about the position of Lt. Governor. By understudying the current Lt. Governor, prepare to make plans for your year as Lt. Gov.

Secretary/Treasurer

- To provide administrative support for the Division. Prepare minutes of every Divisional Council meeting and mail the minutes to the District Office within ten business days of such meeting. Using standard minutes format, identify those that are present and the date and time of such meeting. Also, identify those members not present. Document items of old and new business. Note adjournment time.
- To provide an accounting of any Divisional Funds and assist in their collection.

Club Presidents

- To provide club membership communication to the Division Council.
- To share Fund Raising and special events with other clubs in the Division.
- To provide club input on items that come before the Division Council.
- A Club President could be one of the division committee chairs.

Membership Chair

- To provide the Club and Division with current membership statistics.
- Consults with Clubs on ways to recruit, educate, induct, and retain members.
- Assists interested clubs in the process of revitalizing.
- To provide the Division Council with a report on Division growth, to be included in the minutes.

New Club Building Chair

- Works closely with the District's New Club Building Team in building new clubs within the division.

Public Relations Chair

- Assists and encourages clubs to keep the public informed of the various Kiwanis Family service projects.
- Encourages clubs to cultivate relationships with print, radio, and TV contacts. (Ask them to join!)

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SLP Chair

- Assists Kiwanis Clubs in establishing new programs.
- Assists with new club building efforts and club rejuvenation.
- Promotes sponsoring Kiwanis Club's involvement with:
 - Attending SLP meetings and service projects
 - Invitations to Kiwanis meetings and functions
 - Financial support for SLP operations and convention attendance

Young Children: Priority One Chair

- Encourages each club to participate in a service project aimed at children pre-natal to age five.
- Encourages clubs to partner with county SAFE Kids Coalition for the February Car Seat Safety Check and other projects. And, ask Coalition members to join Kiwanis!

Not necessarily part of the Division Board of Directors, but Past District Governors are a valuable resource to a Division, and their knowledge, experience and guidance can be most helpful.

DIVISION CAUCUS –ELECTING LT GOVERNORS

Section 4. Election of Lieutenant Governors

- a The Lieutenant Governor of each division shall hold, a conference at the district convention (8/23/08) for the purpose of electing a Lieutenant Governor and a Lieutenant Governor-elect. The time and place of this conference shall be designated by the Governor (8/23/08). Written notice shall be sent, not later than ten (10) days prior to the conference, to the president of each club in the division, and to all Past Governors and Past Lieutenant Governors of that division who are active, senior, or privileged members of a club in the division.
- b The personnel of the conference shall be the president, president-elect (8/28/10) and immediate past president of each club in the division, or their duly elected alternates, the Lieutenant Governor of the division, and all Past Governors and Past Lieutenant Governors of that division who are active, senior or privileged members of a club in the division.
- c The representatives present, representing not less than a majority(8/28/10) of the clubs of the division shall constitute a quorum at the conference, and each club shall have one (1) vote for each representative present. The Lieutenant Governor and Past Governors and Past Lieutenant Governors in attendance at the conference shall have the privilege of the floor without the right to vote except in the event of a tie vote, in which case the Lieutenant Governor shall be entitled to vote.
- d The Immediate Past Lieutenant Governor shall be chairman of the conference or, if absent, the immediate predecessor, and so on. In the absence of a Past Lieutenant Governor, the conference shall elect one of its members as chairman. The conference shall elect one of its number as secretary and such tellers as may be necessary.
- e Upon completion of organization as above outlined, the conference shall proceed to elect a Lieutenant Governor and a Lieutenant Governor-elect. The Lieutenant Governor-elect shall be the sole candidate for the office of Lieutenant Governor. However, nothing shall preclude additional nominations from the floor. Nominations shall be closed by vote of the conference. Election shall be by secret ballot. A majority of all valid votes cast for each office shall be necessary for elections. In the event that no candidate receives a majority of valid votes cast, a new election shall take place immediately, and the person receiving the fewest number of votes shall be eliminated. This procedure shall be followed until one (1) person receives a majority vote. No person shall be submitted to the conference as a candidate for Lieutenant Governor or Lieutenant Governor-elect without the consent of said person first being obtained. Each candidate for Lieutenant Governor shall give assurances of a willingness and ability to carry out the duties and responsibilities of the office of Lieutenant Governor, to attend the leadership education conferences held for his district, division and clubs as outlined by Kiwanis International, the Carolinas District and his or her divisions and to officially visit the clubs of the division.
- f. A Lieutenant Governor-elect is not a district officer.
- g. The division conference shall be guided by the principles, traditions and precedents of Kiwanis International in its election of officers, and particularly consider the ability, service, and experience in Kiwanis of a proposed candidate.
- h. The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference.

KEY LEADER Key Leader, a Kiwanis International program, gives high school students an opportunity to experience the personal development, growth, and fellowship that are the cornerstones of Kiwanis and its high school service program, Key Club. During their three days at a Key Leader weekend, students from 14 to 18 years of age explore new ideas, accomplish exciting challenges, and build enduring friendships in a safe, supportive environment. Being a Key Leader is all about achieving excellence and becoming a true leader - at home, at school, in the community - and in the world. This program is open to all high school students, including home schooled students, and you do not have to be a Key Club member to attend.

KIWANIS FAMILY CONFERENCE This conference is a leadership conference for members of Key Club, Circle K, and Kiwanis FROM ALL OVER THE UNITED STATES. It takes place IN THE CAROLINAS DISTRICT generally around the last weekend in October or the first weekend in November beginning Friday evening and running through Sunday afternoon. This conference centers on FUN in order to build self-confidence among our youth. All registrants are divided into different groups for the entire weekend. These groups are assigned many different fun activities to complete together throughout the weekend. This weekend conference is a great way to get to know your division's sponsored youth! As a Lt. Governor, you are invited to attend.

MIDYEAR CONFERENCE Each year the Carolinas District conducts this conference in January or February. It usually begins Friday evening and is over by Saturday evening. As Lt. Governor, it is your responsibility to do the following:

- Promote the conference within your division
- Ensure proper registration by clubs
- Attend the entire conference
- Attend the Board Meeting

Please refer to your District Policy Manual for more detailed information on the MidYear Conference.

OFFICIAL CLUB VISIT As Lt. Governor, you are expected to make ONE official visit to each club in your division. You should conduct this club visit between October 1st and March 15th. Please schedule your official club visit to weaker clubs FIRST if at all possible. When scheduling your Official Club Visit with the Club President, make sure that he/she knows you will be the program for the meeting. The Carolinas District will reimburse you roundtrip mileage X 30 cents for each Official Club Visit (one per club). This will be an active session concerning planning and action for growth of the club.

OFFICIAL BOARD VISIT/CLUB FOLLOWUP VISIT As Lt. Governor, in the past you were expected to make ONE official visit to a board meeting of each club in your division between October 1st and May 31st. This year, this will be a followup meeting after your official club visit and should cover improvement on retention and growth within the club. Please schedule your official board visit to weaker clubs FIRST if at all possible. The Carolinas District will reimburse you roundtrip mileage X 30 cents for this visit. As with the other club visits, remember to use your club listing in the CLUBS section of this binder.

REGIONAL MEETINGS The Governor will visit the designated regions of our new structure instead of making official visits to each division. During this regional meeting, you will have a chance to hold a council meeting with the members of your division. It is your responsibility to promote this meeting, and if the meeting is being held in your area, we might need your help to secure the meeting location. Each club will be mailed a registration form from the District Office. As Lt. Governor, you will not need to pay the registration fee. Most regional meetings will be held from 5 – 9 on a Friday evening or from 9:30 – 2:00 on a Saturday.