

**Role:** Lieutenant Governor

**Supported by:** Kiwanis District Board and Kiwanis District Governor

**Role Summary:** Serves as a leader in the district by expanding Kiwanis' reach through the opening of new Kiwanis clubs and helping clubs improve the value of the club experience.

**Qualifications:** A proven leader with the ability to:

- Motivate and inspire volunteers
- Manage Time
- Build relationships with club and community leaders
- Encourage, support, coach and counsel club presidents
- Focus energy on the objectives
- Lead by example
- Facilitate change
- Use Microsoft Office Products Suite

**Responsibilities:**

**Supports the goals of the District.**

- Is accountable for meeting the membership growth goals for the division. Drives membership growth in the district specifically by focusing on the opening of new Kiwanis clubs and assisting current clubs in recruitment and retention efforts.
- Ensures that the club experience is at a level that is attractive to new and existing members. Coordinates assistance by communicating with the TAG Team, District Board and Kiwanis International

**Serves as a leader in the District** by communicating the vision/messages of Kiwanis International and the District to the clubs and motivating the members to action.

- Ensures participation in Club Leadership Education sessions.
- Speaks on behalf of the district and prepared messages are positive, personal and passionate.
- Communicates regularly with club presidents. Provides opportunities to meet face to face by scheduling productive Division Council meetings.
- Supports succession planning by ensuring a seamless transition among preceding, current and succeeding administrations.

**Invests time and resources** in those clubs with the potential for the greatest return. Evaluates, coaches, supports and provides positive reinforcement to Kiwanis clubs in the division.