Duties of the Lieutenant Governor

Just as the club president is the leader of the club, the lieutenant governor is the leader of the division.

The lieutenant governor invests balanced efforts in working with existing clubs and opening new clubs to strengthen Kiwanis within the communities in the division. This position is the connection between the clubs and the global Kiwanis organization when it comes to communication, resources, education opportunities and information.

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.

The duties of a Lieutenant Governor include:

- Developing a division action plan, which includes a division growth plan
• Serving as leader for the division growth team
• Remaining accountable for meeting the membership growth goals for the division

Most lieutenant governor duties support the four roles of the district:

• Supporting and strengthening existing clubs
• Opening new clubs
• Delivering Kiwanis education to clubs, in coordination with Kiwanis International
• Delivering Service Leadership Programs and Global Campaign for Children programming to and through clubs

Tools You Need to Succeed

Kiwanis International provides many tools to help the Lieutenant Governor succeed. The District Dashboard is an online tool providing current information to help assess overall club health.

The District Dashboard compiles information from all reports submitted by club secretaries, and tells you just about anything you want to know about club successes and challenges within your district.

The District Dashboard allows the Lt. Governor to:

• See status of club election submissions and update officers
• View membership and financial information for clubs
• View monthly report submission status for all clubs in your district
• View report status for all 12 months, per club
• View additional notes added to a report, per club
• View basic service and fundraising project data for select clubs in your district
• Select data preferences and compile a summary report
• Find service projects by keyword search of title and description
• View all interclub activity for the district as submitted on the monthly reports
• Search for individual Members
Login and Set Password

If your email address has been submitted to Kiwanis International, then you are ready to register your email address as your login username, and create a password for your account.

To do this:

1. Go to reporting.kiwanisone.org
2. Click the “Register/Reset Password” link under the “Login” button.

3. Clicking the link will bring you to another page asking for your email address. Enter the email address that was reported to Kiwanis International. An email will be sent to that email address with further instructions to complete the registration process.
Overview of District Dashboard

When you log in, you will first see the “Me” page, showing your name at the top of the page. You should see the District Dashboard icon on the left side of page.

Click this icon, to be taken to the District Dashboard.
Club Elections

Clicking the Club elections "Go" button will take you to the “Club Election Report” page. Here you will see which clubs have submitted their latest election results.

Select the year you wish to view by clicking on the “Election Year” box at the top of the page.

Quick view features include showing the total number of clubs which have reported (circled in red below), as well as green dot indications by the club names which have reported.
Click on the magnifying glass icon at the right of a club to see officers elected, as well as their contact information.

**Annual Membership Totals**

This page allows you to see club membership totals as well as any money owed by clubs.

Any district may be selected and viewed. The default district will be your own. Once a different district is selected or a different year is selected, click on the “Update” button.

All the columns on this page may be sorted from greatest to least, or least to greatest by clicking on the small arrow next to the item to be sorted.
This allows a wide range of comparisons of data. One very useful comparison shows the number of members at the beginning of the year, and number of members at the end of the year (or year-to-date) within each club.

These numbers may be sorted, showing, for instance, the clubs which had the greatest numerical increase or decrease throughout the year.

These reports may be exported to an Excel spreadsheet.
Monthly Report Status

Clicking the Monthly report status “Go” button brings you to the page where you can see a complete history of when each club has submitted monthly reports.
Clicking one of the “year to date status” links (highlighted above) will bring you to a view of monthly report submission grouped by division.

A green dot indicates submission of a report.

Click on a green dot to see that particular report.
Monthly Report Additional Info

This page allows you to see any additional information listed by a club in their monthly report.

Clicking on the magnifying glass icon to the right of any club name, takes you to the full report for that club.
Monthly Report Services

Clicking on the Monthly Report Services “Go” button will bring you to the “View Services & Fundraising Projects” page.

By default, this page will list all service and fundraising projects, by division, beginning with the most recent months reported.

Controls at the top of the page allow you to select and view particular types of projects.
Clicking on the magnifying glass icon to the right of a project will open an information box displaying the details of that project.

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**Project Details**

**Club Name:** Norco  
**Division:** Division 6

**Title:** Lunch with the Principal

**Description:**
On April 25, 2014, the monthly Lunch with the Principal program was held at Riverview Elementary School. Teachers choose approximately 15 students based on their social or academic achievements to participate. Lunch is provided at a reduced cost from McDonalds. At the event, the principal discussed the positive attributes that led the students to achieve this recognition and encouraged their continued efforts.

**Hours:** 2  
**Expenses:** 40

**# Members:** 2  
**Youth Served:** 15

**Category:**  
- Club Service Projects  
- Other  
- Youth Services
Monthly Report Key Word Search

This page allows you to filter results of monthly reports with a keywords search.

Select the fiscal year and district to search.
Enter one or more keywords to search for in the text box below.
Click the search button to display results.
InterClub Activity Report

The InterClub Statistics page allows you to quickly see, per division and club name, the totaled number of visits, members involved, distance travelled, visits per home division, and number of sponsored clubs involved.

These totals may be viewed as year-to-date totals, or monthly totals.
If a club displays multiple interClub visits, details of each visit may be viewed by clicking on the club name.

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Any of these details may be exported to an Excel spreadsheet.
Member Search

This page allows you to search for individual members within the district using a number of search options.