



Minnesota-Dakotas District

Lt. Governor Teams:

“The Very Important Basics”

1. Kiwanis is all about CLUBS. (Everything else in Kiwanis should exist to support clubs.)
2. Lt Governors (Lt. Governor teams) are our most important connection to Kiwanis Clubs.
3. Work together as a Lt. Governor Team. Current Lt. Governor is responsible for overall coordination of the team, but all three on the team must pull their weight.
4. Communicate with your club Presidents, Presidents Elect and Secretaries. Find out who they are and tell them who you are and explain your role. Assume that most members do not know what a Lt. Governor is or does. Keep them informed. LISTEN to their concerns- coach, encourage and support.
5. Be sure that every club submits their annual club election report. (due June 1 for the following Kiwanis year). Needs to be done even if they have the same club officers. We cannot communicate with clubs if we do not know who they are and how to reach them.
6. Make your visits to all clubs and submit the visit reports to the District Office and Governor by appropriate due date.
7. Monitor Club Monthly reports using your online access to KiwanisOne. Give positive feedback to those that report. Encourage those clubs that fall behind or do not report. The reports are meant to keep you as Lt. Governors informed and help us to better support clubs.
8. Check your email often and regularly for messages from Clubs, Governor, District Office, etc.. Answer or acknowledge promptly. Email is our most timely, efficient and cost effective way of communicating as a district team. (Also: Remember to read the MINNEKOTAN.)
9. Participate in District and International meetings as appropriate or required.
10. Be on the lookout for your replacement! Don't forget to encourage and recruit strong club leaders to consider being a future candidate for your position. If you start doing that right away, you have almost three years to get that accomplished.