



Pacific Northwest District of Kiwaniis International



2018-2019 LT. GOVERNOR CONSENT AND ASSURANCE FORM

LIEUTENANT GOVERNOR'S DUTIES AND RESPONSIBILITIES

Prior to election to the office of Lieutenant Governor of Division _____ of the Pacific Northwest District of Kiwanis International, I have been informed of the Duties and Responsibilities of that office and understand them to be as follows:

1. As Lieutenant Governor-designate, I will attend the District Convention held during the current year (August 16-19, 2018 in Spokane, Washington), Lt. Governor Training June 1-3, 2018 at Dumas Bay Centre, Federal Way, Washington) and will also attend the Club Leadership Education Training in my area, Training Sessions and Board Meetings held before and after the convention.
2. As Lieutenant Governor-designate, I will arrange and conduct a Training Conference for Club Officers following the District Club Leadership Education (CLE) Training and prior to October 1, 2018.
3. As the Lieutenant Governor-designate, I will make a minimum of one EDUCATION & CONTACT VISIT to each club in the Division. The EDUCATION & CONTACT VISIT will be made prior to October 1, 2018.
4. In addition to the EDUCATION & CONTACT VISIT, I will make and report one OFFICIAL CLUB VISIT and one OFFICIAL BOARD VISIT to each club in the Division during my tenure. This will constitute the minimum three visitations to each and every club in the Division, either personally or electronically, as part of the Lieutenant Governor's duties.
5. The required EDUCATION & CONTACT VISIT REPORT will be completed and the report filed by December 1, 2018. The required CLUB VISIT REPORT will be filed by March 15, 2019. The OFFICIAL BOARD VISIT REPORT will be filed by May 31, 2019. I shall also file such other reports as may be requested by Kiwanis International, the Governor and/or District Secretary.
6. As the Lieutenant Governor, I will attend Club Leadership Education (CLE) Training in my area, the Fall Conference and District Board Meeting (if any – not currently scheduled), the Winter Conference and District Board Meeting (Date & place to be determined), the 2019 District Convention (Portland, Oregon, August 22-25, 2019), and any other training afforded by the District.
7. Attendance at the International Convention is a highlight of the Lieutenant Governor's year in office. I will attend if it is at all possible. (June 27-30, 2019 in Orlando, Florida)
8. As Lieutenant Governor, I shall promote the International, District and Divisional Programs of Services; and District and Division Goals as set forth by, and under the direction of, the District Governor.
9. As Lieutenant Governor, I will issue a monthly bulletin to the clubs of the Division, the Governor and the District Secretary.
10. As Lieutenant Governor, I will secure a successor in the manner provided in ARTICLE VII, Section 5 of the District Bylaws. In no event shall election of a successor be delayed beyond the limits specified in the Bylaws. At the same time, I will secure a qualified individual to serve as Lieutenant Governor-elect for the succeeding year.

I have read the foregoing outline of a Lieutenant Governor's Duties and Responsibilities, and believe that I can fully and faithfully execute the duties of the office if elected Lieutenant Governor of my Division.

Signed _____ Date _____

Kiwanis Club _____ Division _____

PLEASE SIGN AND MAIL TO THE DISTRICT SECRETARY WITHIN 48 HOURS
PACIFIC NORTHWEST DISTRICT OF KIWANIS INTERNATIONAL, 5427 GLEN ECHO AVENUE, GLADSTONE, OR 97027
FAX: 503-305-8303 Email: dsec@pnwkiwanis.org