



# **Kiwanis**

## **Pacific Northwest District**

**A HANDBOOK**  
for  
**PACIFIC NORTHWEST DISTRICT**  
**LIEUTENANT GOVERNOR**  
**CANDIDATES**

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This document was prepared by the  
Lt. Governor Responsibilities Review Committee.

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## **Introduction**

This is not an official publication of the Pacific Northwest District or the district's Past Lt. Governors Committee. It has been prepared by The Lt. Governor Responsibilities Review Committee as a supplemental resource on preparing for the office of Lt. Governor and serving as a District Officer in the Pacific Northwest District

While this resource can assist you in locating relevant bylaws and policies, it is your responsibility to comply with the current language of our governing documents. Keep in mind that bylaws and policies are not static and can be changed. While bylaws can only be changed by the House of Delegates at the annual convention, policies can be changed at any board meeting.

Please also keep in mind that this resource is based on experiences of Past Lt. Governors and that it is important to seek out other perspectives. If you are considering running for Lt. Governor at some point in the future, you should seek out at least two Past Lt. Governors (for multiple perspectives) to mentor you on an ongoing basis as you work toward that goal. And once you make that decision, you should contact your Division Past Lt. Governors Committee and arrange for a time at the next meeting to introduce yourself and talk about your plans and ideas and get comments and suggestions from experienced leaders.

In reviewing this document, start by reading the Lt. Governor qualifications to make sure you will be eligible. Then review the timeline for serving to make sure that this is the best timing for you to make this commitment. The final two sections address your responsibilities: one section addresses serving on the District Board; the other is specific to serving as a Lt. Governor. At the end of this document you will find a copy of the consent and assurance form for Lt. Governor candidates.

## **Roles, Eligibility, Responsibilities and Obligations**

### **What is the Role of the Lt. Governor?**

District Policy 160 defines the role of the Lt. Governor.

#### **160. Lieutenant Governor Role**

The Lieutenant Governor shall serve as the leader in the division by helping clubs grow and improve the value of the club experience. The Lieutenant Governor may also assist in expanding the Kiwanis reach and promoting our values by assisting the District Membership Team.

The Lieutenant Governor shall serve on the District Board of Directors and is a liaison between the clubs and the District Leadership Team communicating to the clubs the vision and messages of Kiwanis International and the Pacific Northwest District and motivating the members to take appropriate action. (Adopted 8/16/18)

### **What Eligibility Criteria Has Kiwanis International Established?**

Each district officer shall be an active member in good standing in a club of the district; and each Lieutenant Governor shall be an active member in good standing in a club in the division from which elected.

### **What Eligibility Criteria Has The District Established?**

District Policy 161 sets out the requirements for PNW District Lt. Governors:

#### **161. Lieutenant Governor Qualifications**

A candidate for the office of Lieutenant Governor shall be a person who is:

1. A proven leader with the ability to motivate and inspire volunteers;
2. Well organized and proficient in time management;
3. Proficient in basic computer literacy and has access to a computer;
4. Committed to building positive relationships with the clubs in his or her division through a) visiting clubs (in person and through social media), b) Division Council meetings (in person and through social media), c) assisting in available Club Excellence Retreat opportunities, d) committed to mentoring prospective candidates for the position of Lieutenant Governor, e) committed to attending Lieutenant Governor Training opportunities as offered by the district (in person and social media), and f) committed to becoming aware and proficient in the use of the resources/tools offered by Kiwanis International and the Pacific Northwest District websites, KiwanisOne, Portalbuzz, Secretaries Dashboard, and online reporting.
5. Supported and elected by the clubs in the Division; and
6. Agreeable to signing the Lieutenant Governor Consent and Assurance Form. (Adopted 8/16/18)

### **What Are The Responsibilities of the Lt. Governor?**

District Policy 162 sets out the responsibilities of PNW District Lt. Governors:

#### **162. Lieutenant Governor Responsibilities**

The Lieutenant Governor of each division shall have responsibilities which include but are not limited to the following:

1. As Lieutenant Governor-designate, to attend Lieutenant Governor Training, Club Excellence Retreat in their area, the Winter Board Meeting, and the District Convention;
2. Make a minimum of three (3) visitations to each club in their division, which should include at least one board meeting. While a face to face visit is preferred, they are authorized to conduct visitations via electronic means such as an internet chat room, a video conference or a telephone conferencing system. Participation by such methods shall constitute attendance;
3. Attend the Winter Board Meeting and District Convention;
4. Organize and attend Region Conference, if applicable, and Club Excellence Retreat;
5. Participate in Governor electronic or telephonic conferences in order to be current on happenings within the district and progress on the Governor's agenda;
6. Maintain contact with club officers, especially the President in order to develop stronger team relationships;
7. Lead and support membership initiatives;
8. Participate in club membership events in an effort to support growth initiatives and provide expertise;

9. Guide and assist clubs of fifteen (15) members or less as their small size limits their ability to do projects and tends to wear out club officers; and
10. Monitor club compliance with IRS 990 reporting and state corporate renewal or Canadian society filings as required and appropriate for Canadian clubs.

### **What Are The Obligations of Office of the Lt. Governor?**

District Policy 164 sets out the obligations of PNW District Lt. Governors:

#### **164. Obligation of Office**

1. To clarify for the Governor-elect, Lt. Governor and District Chair his/her obligation to Kiwanis when he/she accepts the responsibility of office:
  - a. The District shall provide a “Consent and Assurance” form outlining the minimum obligations. See Section 7, Consent and Assurance Forms (Items 705, 710, 715, (As amended, 03/07/2009)
  - b. It shall be the duty of the outgoing officer to present this form to his/her successor, and obtain his/her signature to indicate that he/she is aware of his/her obligations.

### **Is Experience as a Club President Required?**

Candidates are **not** required to have served as a Club President. That being said, serving as club president is valuable experience when it comes to knowing the basics of club operations. It also provides more opportunity to observe the workings of the club board and committees and affords additional leadership experience.

### **What Other Experience Could be Helpful?**

Even if you are not a Club President, you may benefit from serving as a Club Director or Committee Chair. You could also serve as a Key Club or CKI advisor or area administrator. These should not be merely opportunities to “pad” your Kiwanis résumé; look on them as opportunities to make a difference and demonstrate your leadership ability.

## **The Election Process**

The election of Lt. Governor – which takes place at a Division Council Meeting – is covered in Section 5 of Article VII of the District Bylaws.

## **ARTICLE VII. NOMINATION AND ELECTION OF OFFICERS**

### **Section 5. Election of Lieutenant Governor and Lieutenant Governor-elect**

- a. Each division shall determine, by a process it commits to writing, whether the term for the Lieutenant Governor and Lieutenant Governor-elect shall be one year or two years.
- b. The Lieutenant Governor of each division shall hold, not earlier than the first week of the administrative year and not later than the second week in April, a meeting to elect a Lieutenant Governor and a Lieutenant Governor-elect for the next term. The time and place of this meeting shall be designated by the Lieutenant Governor. The president of each club

in the division shall be notified at least ten (10) days prior to the meeting. Past Governors and past Lieutenant Governors who are active members of a club in the division, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.

**c.** Each club in the division is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members.

**d.** Delegates from at least a majority of the clubs in the division shall constitute a quorum.

**e.** The Immediate Past Lieutenant Governor shall conduct the elections, unless he/she is a candidate for election. If the presiding officer is absent or ineligible to serve, the meeting shall elect a delegate to conduct the elections.

**f.** No person shall be considered a candidate for Lieutenant Governor or Lieutenant Governor-elect without first providing consent and an agreement to carry out the duties and responsibilities of office.

**g.** The Lieutenant Governor-elect shall be the sole candidate for the office of Lieutenant Governor. However, nothing shall preclude additional nominations of qualified candidates from the floor.

**h.** Voting shall be by ballot only where there are two (2) or more candidates for the same position. A majority of all valid votes cast shall be necessary for elections. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the Lieutenant Governor shall be entitled to vote.

**i.** The presiding officer shall report the election results immediately to the District Secretary who shall report the results to Kiwanis International.

**j.** A Lieutenant Governor-elect is not a district officer.

## **Serving on the Pacific Northwest District Board**

### **Who is on the Pacific Northwest District Board?**

The District Board is comprised of:

- Five District Officers:
  - Governor;
  - Governor-Elect;
  - Immediate Past Governor
  - Secretary
  - Treasurer
- Lt. Governors, each representing one division. The District Board can change the number and alignment of divisions to adjust for changes in the number and distribution of clubs, and this is typically done with the consent of the clubs affected. There may also be vacancies due to failure to elect a Lt. Governor, mid-term resignations, etc.

## **What is the Function of the Pacific Northwest District Board?**

The District Board responsibilities include:

- Managing and being accountable for the business, property, and funds of the Pacific Northwest District of Kiwanis International and any sponsored programs, including passing budgets, approving exceptional expenses, and ensuring appropriate safeguards;
- Approving and implementing a strategic plan in accordance with that of Kiwanis International;
- Defining the policies of the district and making recommendations to the House of Delegates regarding potential Bylaw changes;
- Approving District projects;
- Selecting sites for District Conventions;
- Supporting clubs within the Pacific Northwest, including:
  - Promoting education and resources available to clubs through events such as Club Excellence Retreat, Mid-Year Conferences, District Convention, and other District meetings; and
  - Promoting – through Board decisions and through the approval and support of District Chairs/Administrators – club activities such as service projects, sponsorship of Service Leadership Programs, interclubs, monthly reporting, membership recruitment, and new club opening;
  - Communicating and supporting every club in the District through the official publication and through the activity of individual officers and Lt. Governors;
- And when appropriate:
  - Merging or splitting divisions or changing boundaries between divisions;
  - Declaring clubs to not be in “good standing” for failure to comply with Kiwanis International requirements;
  - Taking disciplinary action if a Board member’s conduct is unbecoming of a Kiwanian. Lt. Governors also take on responsibility for:
- Promoting and securing venues for Club Excellence Retreat;
- Promoting, securing venues for, and organizing Region Conferences, if applicable, in accordance with any directives from the Governor.

## **What is the Board’s Relationship with the House of Delegates?**

The House of Delegates is convened at annual PNW District Conventions and is composed of club delegates (up to three (3) per club) and delegates at large (current and past Board members). The Board is ultimately responsible to the clubs of the Pacific Northwest through the House of Delegates. The House can override decisions of the Board. The Board can adopt or change District policies, but

those policies must accord with District bylaws and Kiwanis International policies and bylaws. The Board can only make recommendations to the House regarding changes to District bylaws; only the House can adopt or change District bylaws.

### **What is the Board's Relationship with Staff?**

The role of the Board is to set policies that guide the organization. Staff is responsible for implementing Board decisions, under the supervision of the District Secretary who also a voting Officer. The Staff serves as a resource on issues of concern to the Board. The main role of the District Secretary is to manage the day to day operations of the District so that the Governor can focus on providing leadership.

The Pacific Northwest has three staff members:

- District Secretary
- Publications/Technology
- Bookkeeper/Receptionist

These three staff members are responsible for providing service not only to the Board but to District Chairs/Administrators and approximately 20,000 Kiwanis and Kiwanis-family members in more than 500 clubs. This includes a host of services, such as negotiating contracts, designing convention program booklet and maintaining the District website. While the District Secretary has responsibilities to the Board as a whole, the District Secretary and the District Office staff are not the secretarial service for the Lt. Governor or other individual members of the Board.

If a Board Member has a matter that would require work by the Staff, it should be brought first to the attention of the Governor. Because the District Secretary is responsible for managing the workload of staff, all requests should be made through the District Secretary.

### **How Does the Board Operate?**

The Board typically meets four times in the Pacific Northwest District over a 16-month period:

#### ***JUNE – PREPARATION FOR BOARD YEAR STARTS***

1. **Lt. Governor Training** – This first meeting of the incoming board typically occurs on the Sunday of the first weekend in June following 2-3 days of training at the selected site. The Governor-Elect chairs the meeting as he or she is presumed to be the incoming Governor. The sitting Governor participates in his or her capacity as the soon-to-be Immediate Past Governor; the sitting Immediate Past Governor is not a member of this Board. This meeting occurs before the official year starts, so decisions do not come into effect until October 1<sup>st</sup>. Business typically includes approval of the Governor-Elect's appointments, signing authorities, and goals/projects for the year.

2. **1<sup>st</sup> District Convention** – This second meeting of the incoming board typically occurs on Thursday or Friday of Convention, which is held in the latter half of August. The Governor-Elect chairs the meeting, with the same participation of officers as at Lt. Governor Training. This meeting occurs before the official year starts, so decisions do not come into effect until October 1<sup>st</sup>. Business typically includes approval of a Budget and approval of additional District Chairs.

#### ***OCTOBER 1<sup>ST</sup> – BOARD YEAR OFFICIALLY STARTS***

3. **Midwinter Conference** – Typically occurs at the end of February or first weekend in March. The Governor chairs. The location varies.



4. **2<sup>nd</sup> District Convention** – Typically occurs on Thursday or Friday of Convention in the latter half of August. This is the fourth and final meeting of the Board.

**Note:** Board meetings via conference call may be convened at other times to deal with business needing attention between regularly scheduled board meetings

*SEPTEMBER 30<sup>TH</sup> – BOARD YEAR OFFICIAL ENDS*

### **15 Day Notice Rule**

Under District Policy 255.2 (b), committee reports containing recommendations requiring a vote of the board will be posted at least 15 days before each Board meeting; all Board members are expected to read these materials prior to the Board meeting. However, because the Finance & Fundraising Committee often meets in person the day before District Board meetings, an exception has been made for that committee.

In any Board meeting, the Board may vote to waive the 15 day notice requirement in order to consider a committee recommendation. Motions that do not come from a committee do not require 15 days notice.

### **255.2 Advance Materials**

a. Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting. (Revised 03/10/2010)

b. 15 Day Rule: In view of the complexity of the decisions made by the PNW Board and their impacts on the members and clubs of the PNW District, any committee or other report that requires an action or decision by the Board be presented, in writing, to the Board at least 15 days before such decision or action is requested. This requirement does not apply to reports that are informal only or are important to the District finances and are initiated by the Finance Committee. (Revised 10/25/2009)

### **Unofficial Board Meetings at District Board Conferences**

During official Board meetings Board Members conduct the formal business of the organization. District Board Conferences (Midwinter Conference) can provide an opportunity for additional unofficial board meetings on Friday and/or Saturday at which issues are discussed prior to the official Board meeting on Sunday morning. As with the rule about notice of motions, this practice allows more time for board members to consider issues before voting.

### **Minutes**

Prior to the subsequent Board meeting, minutes reflecting action taken at the Board meeting are compiled by the District Secretary and posted on the District website. As with Committee reports, Board members are expected to read the minutes of the previous Board meeting prior to attending the next Board meeting so that they can amend and/or approve those minutes. The contents of minutes are set out in District policy:

### **255.3 Minutes**

The Secretary is responsible for keeping the minutes of the meetings of the PNW District Board. The minutes shall contain all main motions, whether adopted or lost; the name of the maker of the

motion shall be recorded in the minutes; and any Board member may request that his/her vote be recorded in the minutes. Minutes will be reviewed for accuracy, corrected, and approved by vote at the next meeting. (Revised 03/10/2010)

## **Conflict Of Interest**

It is important to avoid both actual and perceived conflicts of interest. As a District Officer you should represent unconflicted loyalty to the interests of the Kiwanis membership. Please review section 177 of District policy:

### **177. Conflict of Interest**

In order to protect its interests as a tax-exempt organization, the Pacific Northwest District of Kiwanis International, when contemplating a transaction or arrangement that might benefit (or appear to benefit) the private interest of an Officer or Trustee of the organization or that might result in a possible excess benefit transaction, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist. This policy is intended to supplement, but not replace, any state and federal laws applicable to nonprofit and charitable organizations. (Revised 03/10/2010)

Trustees and Officers must represent unconflicted loyalty to the interests of Kiwanis membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. Board Members must not use their positions to obtain employment at the Pacific Northwest District of Kiwanis International for themselves, immediate family members, or associates. Board members must wait for one year after Board service prior to application for employment for any paid service within the Pacific Northwest District of Kiwanis International. (Revised 03/10/2010)

## **Standing Rules for District Board Meetings**

A list of standing rules can be found in section 255.4 of the District Policies. Please keep in mind that standing rules can be waived by majority vote.

## **Your Responsibilities as a District Officer**

### **When Do My Responsibilities Begin?**

Your term as Lt. Governor officially begins on October 1<sup>st</sup> after your election. That being said, it is good practice for the current Lt. Governor to allow the Lt. Governor- Designate to participate in the Division Council meetings and accompany you on your initial club visits prior to October 1<sup>st</sup>.

### **What Training or Preparation Will I Receive?**

All Lt. Governors-Designate are required to attend Lt. Governor training typically held the first week end of June. Information about the training session is typically sent out immediately following Lt. Governor elections in April. Lt. Governors-Designate from all the divisions will be at the session. Additional training opportunities will be afforded at Mid-Winter Conference and District Convention.

### **What are the Duties of the Immediate Past Lt. Governor?**

The duties of the Immediate Past Lt. Governor generally relate to mentoring the current Lt. Governor and assisting him/her as needed to help strengthen existing clubs and open new clubs. You will also be encouraged to become a member of the PNW District Past Lt. Governor Association (Bigfoot Committee). You may also be encouraged to participate in your division's Past Lt. Governor Committee if one is available.

### **How Much Time And Travel Are Required?**

You will treasure the time you spend, but serving as a Lt. Governor is NOT like taking on a (second) full time job. You should, however, be prepared to spend some time visiting clubs in your division, Key Club/CKI events, presiding at Division Council meetings (quarterly as a minimum), attending club installations, and helping open new clubs in your division. You will also be asked to participate in planning and hosting Club Excellence Retreat and Region Conferences, if applicable, as a team with the other Lt. Governors in your region

**Board Meetings:** As discussed previously, the Board meets several times – twice before the year starts and twice during the year. Typically this will require several 3-4 day commitments each time: usually with these timeframes:

- **Lt. Governor Training:** 3 days including a weekend
- **District Convention:** 4 days includes a weekend prior to your year (location varies)
- **Midwinter Conference:** 3-4 days including a weekend (location varies)
- **District Convention:** 4 days includes a weekend during your year (location varies)

**International Convention:** District Officers are highly encouraged to attend International Convention which typically occurs at the end of June. Conventions run from Wednesday to Saturday.

**Region Conferences:** Region Conferences, if scheduled, are held in the spring between March and Mid-May, These events are typically held on a Saturday (except for Alaska, which holds an event from Friday to Sunday). For each region, the locations are typically located in a major city or town in that geographical area.

### **Are My Expenses Paid?**

Though Lt. Governors are unpaid volunteers, some travel expenses associated with official duties are paid by the Pacific Northwest District. Keep in mind, however, that your budget is unlikely to cover all of your expenses and you will likely have to fund a portion of your costs out of your own pocket. Many divisions, however, support their Lt. Governors with contributions from the individual clubs, but these contributions vary.

Travel expenses are reimbursed on a voucher system under district policy 315. Expense forms are available at <http://www.kiwanispnw.org/assets/expensevoucher.pdf> Gas receipts are not necessary; mileage is used (31.5 cents per mile has been used in recent years, but check with the Finance & Fundraising Chair to confirm). Ideally forms should be completed and submitted within (30) days of the function; by district policy, expense forms submitted after October 31<sup>st</sup> for the prior Kiwanis year will not be processed (see district policy 317). Reimbursement checks must be cashed within 6 months (policy 318).

### **Is Anything Required of My Spouse?**

In short, no. There is no official role for the spouse. The most important unwritten requirement of your partner is to support you and help you serve to the best of your ability. Make sure they know you appreciate how much they do for you and how important they are for your success – and by extension how important they are for the Division and the District.

### **What About Insurance Coverage?**

Board Members are covered by a directors and officers liability policy, which provides coverage for employment practices and for errors, omissions, or wrongful acts allegedly committed during the performance of duties while serving on the Pacific Northwest District Board of Kiwanis International. This is in addition to the general liability insurance that Kiwanis International maintains (contact the District's Risk Management Chair or Kiwanis International for more information). Having your own travel insurance and car insurance is highly recommended.

The most important thing to remember about insurance coverage is to use common sense to manage risk. Here are some key rules to follow:

- **Do not sacrifice your health.** Remember this full-year commitment is not a sprint, it's a marathon. When possible, give yourself time to recover between trips. Make sure when you have a full day of meetings that you get something to eat and drink (especially on pre-conference days where there are no meal functions).
- **Drive safely:** Do drink if you have to drive. Pull over and rest if you think you might be falling asleep at the wheel. Bring a travel companion whenever possible to help share the driving.
- **Do not put yourself in risky situations:** For your own protection, do not spend time alone with (or travel alone with) a minor, whether male or female. Follow Kiwanis International guidelines about adult interactions with youth.

**710. Consent and Assurance Form for Lieutenant Governor**

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 Lieutenant Governor Training, the District Convention held during the current year and will attend the Training Sessions and Board Meetings held before and after the convention.
2. As the Lieutenant Governor, I will make and report three (3) visitations to each club in my division, which should include at least one board meeting. While a face to face visit is preferred, visitations via electronic means such as an internet chat room, a video conference or a telephone conferencing system are authorized. Visitation reports should be submitted within thirty (30) days following the visit.
3. As the Lieutenant Governor, I will attend the Club Excellence Retreat (CLE) Training in my area, Mid-Winter Conference and District Board Meeting, District Convention and District Board Meeting, and any training afforded by the District.
4. Attendance at the International Convention is a highlight of the Lieutenant Governor's year in office. I will attend if at all possible.
5. 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.
6. As Lieutenant Governor, I will issue a newsletter or other appropriate communication to the clubs of the Division, the Governor and the District Secretary.

7. As Lieutenant Governor, I will secure a successor in the manner provided in ARTICLE XII, 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 OFFICE WITHIN 48 HOURS

Form 710 (2 copies—one to be sent to District Secretary, one retained by Lieutenant Governor Designate) (As Amended 8/16/18)