



Slice of the Policy

Compiled by the Policy, International Business & Elections Committee

THIS MONTH'S POLICY: **123.21 Duties**

Attendance (2/11)

- a. Each Lt. Governor must attend: the District Convention where the Lt. Governor is installed, the three subsequent Board Meetings, and the District Convention and Board Meeting at the end of the term.
- b. The Lt. Governor must attend at least one meeting of each club in the division and complete the Club Visitation Report immediately after the meeting.
- c. The Lt. Governor should attend at least one Kiwanis Division Council Meeting.
- d. The Lt. Governor should try to attend the International Convention during the term of office.

Reports (2/11)

- a. Reports must be completed and submitted to the CNH District Archive and Regional Advisor received by 6:00 pm by the 10th day of the month, from District Convention to District Convention.
- b. The following reports shall be submitted.
 - Division Monthly Reports
 - Division Directory
 - Division Budget
 - Training Conference Reports
 - Club Visitations
 - Service Report

Communication (2/11)

- a. The Lt. Governor shall publish at least 10 publications per term to keep the Division and all other interested persons informed of Division, District and International activities.
- b. The Lt. Governor shall communicate with Region Advisor at least twice per month.
- c. The Lt. Governor shall communicate with assigned District Committee at least once per month.
- d. The Lt. Governor shall communicate with each club in the division each month.

Promotion (2/11)

- a. The Lt. Governor shall carry out the programs of the Governor and the District Executive Committee, and of Key Club International.
- b. The Lt. Governor shall promote the organization of new Key Clubs in the Division by providing literature and assisting sponsoring Kiwanis Clubs in establishing the new club.

Meetings & Conferences (2/11)

- a. The Lt. Governor shall organize and hold at least eight (8) division council meetings.
- b. The Lt. Governor shall organize and hold an Officer Training Conference (OTC) for the club officers in the Lt. Governor's Division.
- c. The Lt. Governors in a Region or geographic area and the respective Regional Advisors shall arrange and conduct a training conference for the club officers within the included Divisions. These conferences are held on a Saturday and/or Sunday in September or October. All clubs in the included Divisions will be invited and encouraged to attend with their advisors. Two District Officers will be invited to attend and participate in the training sessions to conduct workshops pertinent to their respective office.

Elections (2/11)

- a. The Lt. Governor shall hold a conclave where a successor Lt. Governor is elected, train the successor, and ensure that the Division files are turned over to the new Lt. Governor.

123.22 Replacement of Lt. Governors

In the event of the resignation of a Lt. Governor or the failure of the division to elect a person to fill that office, the Governor and Regional Advisor (with assistance from the local division) will select a person to fill that position. This selection must be approved at the next following Board of Trustees meeting. The procedure for removal of a Lt. Governor for cause may be found in Section 214 of this Policy. (1/98)



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Duties of a Lt. Governor

Attendance

- DCON (installment), 3 Board Meetings, DCON (Retirement)
- Attend one meeting of each club in the division
- Attend at least one Kiwanis DCM (Recommended)
- Attend International Convention

Reports

- DMRF submitted on the 10th of every month at 6pm
- Publish at least 10 publications per term
- Communicate with Region Advisor, District Committee, and each club in the division once per month

Promotion

- Carry out and promote the programs of Governor, District Executive Committee and Key Club International
- Provide literature, assist with sponsoring Kiwanis with establishment of new clubs

Meetings and Conferences

- Hold at least 8 DCMs
- Hold an OTC
- Hold an RTC in with other Region LTGs and Advisors on a weekend in September or October (with two district officers attending)

Elections

- Hold a conclave to select the next LTG
- Train and turn over division files to the new elect

123.23 Agreement to Serve

Each candidate must submit a signed and completed agreement to serve, which contains information about: duties and responsibilities, parental consent, attendance and medical authorization and more. This date will be determined by the Policy, International Business and Elections Committee.

QUIZ TIME

how much did you learn from this months policy?

- 1) Each Lt. Governor must hold at least how many DCMs?
 - a) 8
 - b) 10
 - c) 12
- 2) Attendance at International Convention is required
 - a) True
 - b) False
- 3) What time (PST) are monthly submissions due by?
 - a) 11:59PM
 - b) 6:00PM

Answers: 1. A, 2. B, 3.B



BUILDING *Blocks of* DIVISION ELECTIONS

- Attend your local **Candidate Training Conference** on **December 6th**!
 - Register and view the locations [here!](#)
- Receive tips and input from your current LTGs

- Turn in your **Service Agreement** form by **January 3rd** or one week prior to Conclave
- Available on Cyberkey
 - Officers > Running for Office > How to Run for Lt. Governor

- Attend **Conclave** on **January 10th**!
- BEE prepared to answer caucus questions
- Dress to impress
- If you get nervous, remember **WHY** you want to run, and what different you plan on making!

- Write a speech about goals, qualifications, and benefits
 - Practice, practice, practice!
- Campaign Literature: 1 page, 2 sided
 - BEE sure to follow the [graphic standards!](#)

HAVE QUESTIONS ABOUT POLICY?



JOIN THE POLICY
GOOGLE GROUP

Resources

The Hive

Training

Policies

FIND US ON THE
CYBERKEY

