

Lieutenant Governors- Elect Conference



Revised October 2009

Lieutenant Governors-Elect Conference

Introduction

Next to the Governor, the Lieutenant Governors are the “backbone” of the District. They are part of the District administration. Active, effective and energetic Lieutenant Governors make a successful District.

MEETING OBJECTIVE: (sample) To prepare the Lieutenant Governors-Elect for assuming the office of Lieutenant Governor with knowledge, confidence and enthusiasm.

LEARNING OUTCOMES: Lieutenant Governors will acquire techniques to help Club leaders be more effective. Lieutenant Governors will acquire the ability to make their Clubs succeed and their Zones grow.

DATE: The Lieutenant Governors-Elect training is generally conducted at a “retreat” several weeks before the District Convention. The Optimist International Recognition Program and the goals workshop can be done at your District Convention. Your Lieutenant Governor training date:

LOCATION: _____

DURATION: Eight hours of meeting time minimum.

COORDINATOR: Governor-Elect is responsible for training with assistance from the Leadership Development Committee.

FACULTY: Governor-Elect and qualified District leaders. Also utilize the expertise of the Optimist International President’s Representative at your Convention. In addition to the Recognition Program, find out what they prefer to teach your Lieutenant Governors-Elect.

MATERIALS: This **Faculty Guide**, the Participant’s Workbook, *Recognition Handbook*, flip chart and markers, agenda and handouts. **NOTE:** These books are available on-line at www.optimistleaders.org Determine if the International President’s Representative needs audio visual equipment to present the Optimist Recognition Program.

SEATING: Roundtables are suggested for use with this agenda because it incorporates much discussion.

AGENDA: Use the following agenda. Fill in the starting times and the names of the presenters. One month in advance, send a copy of this agenda to all presenters along with a photocopy of their topic outline as contained in this section.

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Suggested Agenda for Lieutenant Governors-Elect

TIME	MIN	SUBJECT	PRESENTER
	30	Faculty Meeting	
	60	Registration & Greeting	
	10	Welcome, Introductions & Objectives	
	10	Governor-Elect's Address	Governor-Elect
	20	Team Building Exercise	
	20	Function of the Lieutenant Governor	
	20	Roundtable discussion	
	15	Break	
	15	Annual Club Planning Conference	
	20	Roundtable discussion	
	10	Other Reports for Optimist International	
	20	Zone Meetings	
	25	Communications Workshop	
	15	Break	
	05	Optimism & Attitude	
	25	Problem Solving Workshop	
	15	Membership Growth	
	20	Roundtable discussion	
	15	New Club Building Growth	
	20	Roundtable discussion	
	15	Break	
	20	Goal Setting Workshop	
	15	Installing Club Officers	
	15	Getting Club Officers to Attend	
		PRESENTED AT DISTRICT CONVENTION	
	30	Optimist International Recognition	President's Rep
	15	District Recognition	
	10	Questions & Answers	
	15	Governor's/President's Rep Closing Remarks	

Each item on this agenda is explained in the following paragraphs

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Faculty Meeting (30 minutes)

This is to review the conference and build on the impact you expect to make.

- ◆ Discuss meeting objective(s)
- ◆ Discuss how to make attendees feel important and valued such as greeting them
- ◆ Review Agenda: stick to topic and stay on time
- ◆ Cover a few principles of leading a roundtable; see “introduction”

Registration Area (1 hour)

This is a greeting area where attendees can get name badges, information about the conference and handouts. This may also be a good place for coffee and soft-drink breaks.

Also, in the common area someone could be taking photos of the Lieutenant Governors-Elect. Photos can be used in newsletters, directories and news releases and even to create a District placemat with the Executive Committee’s pictures. This common area is also a good place to have your next year’s key committee Chairs available for discussion, questions and information distribution.

Welcome, Introductions and Objectives (10 minutes)

The Governor-Elect, host or other person coordinating the conference may open the meeting. This introduction may include:

- ◆ Welcome to attendees
- ◆ Invocation by _____
- ◆ Pledge to flag and/or Toast to country(ies) in attendance

- ◆ Objective of the conference
- ◆ Housekeeping announcements
- ◆ Introduction of faculty
- ◆ Introduction of Governor-Elect

Governor-Elect Address (10 minutes)

This is the time for the Governor-Elect to set the tone for the training and for the year. Suggested topics include:

- ◆ *Theme and purposes of Optimist International and District*
- ◆ *Vision or Mission for the District in coming year*
- ◆ *Expectations of Lieutenant Governors such as build one new Club in your Zone or lead by example by recruiting the first new member in your Zone.*
- ◆ *Importance of being Distinguished*

Team Building Exercise (20 minutes)

List the names of your fellow Lieutenant Governors-Elect that you will be working with in the coming year.

TRAINING TIP

5 C’s

A good ice breaker for a group the size of the Lieutenant Governor training is the 5 C’s. Everyone gets an index card and lists the following five words: color, car, cuisine, character and closet. Ask everyone to write down their favorite color, their favorite car, their favorite kind of food or restaurant and their favorite character. Next to the word “closet” ask everyone to write down something about yourself that people may not be aware of. Collect the cards and as you read them everyone tries to figure out who you are talking about. A great way to add life to your meeting!



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HELPING LIEUTENANT GOVERNORS



Lieutenant Governors often have “dreams and nightmares” about the office. The following exercise was developed to help tackle the fears about being Lieutenant Governor and build camaraderie. It would be a good idea to have Past Lieutenant Governors present during this sequence.

Ask each Lieutenant Governor to take out a piece of paper and on it first list all the nightmares they have about being a Lieutenant Governor. At roundtables take some time to share and talk about their fears. Now list all the dreams they have about holding the office. Again take time at roundtables to swap dreams.

The Function of the Lieutenant Governor (20 minutes)

The Lieutenant Governor is an **administrative arm of the District**. Your job is to help Clubs succeed by facilitating communication between District and Club leadership and to be a resource to Clubs.

Brainstorming Session - Ask the Lieutenant Governors-Elect to quickly list the many **things they will do and the roles they will serve** during their year. Have an assistant who can incorporate correct terminology, list the answers on a flip chart. Then summarize by reading the definition, “The role of the Lieutenant Governor is to **HELP** the Clubs be successful.” Write the word “**HELP**” in very large print, different color marker, diagonally across the flip chart answers.

Flip chart answers may include:

- be supportive
- listen
- answer questions
- be friendly
- visit the Club
- attend District Board Meetings
- encourage participation in recognition programs
- promote service to youth
- install Club officers
- speak at Club functions
- conduct Zone meetings
- submit reports
- be a liaison between the Governor and Clubs
- do an Annual Club Planning Conference
- promote growth
- build a new Club and be optimistic

The challenge is to let them give the answers with you giving emphasis where needed.

*“The role of the Lieutenant Governor is to **HELP** the Clubs be successful.” Also point out the monthly Lieutenant Governors Checklist found at www.optimistleaders.org*

Lieutenant Governor **resources** are the District Governor, District Committees, the Optimist International staff, Optimist websites and the information they send by mail/email. In addition:

- ◆ Take a few minutes to see what information can be found on the websites.
- ◆ *Recognition Handbook* - important goal oriented recognition that promotes success by Clubs and Districts.
- ◆ *Optimist International and Club Bylaws* - a description of the administrative structure and function.
- ◆ Other materials on membership, new club building, programs, JOOI Clubs, service projects, fund raising and more.

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Roundtable Discussion on Function (20 minutes)

Break into small groups of four to eight people each. Assign each a topic. More than one group may discuss the same topic or the last topic may be dropped. A faculty member may sit in on each group to serve as a facilitator. Reporting back to the group is optional depending on available time and number of groups. The table assignments are:

- a) *How will I get members of my Clubs to adopt and work for the goals of my District and of Optimist International?*
- b) *How can I make friends and gain the trust of my Presidents and Secretary-Treasurers?*
- c) *How will I, as Lieutenant Governor, react if a President fails to live up to my expectations? List the options.*

Annual Club Planning Conference (ACPC) (15 minutes)

The ACPC is a meeting between the incoming Lieutenant Governor and the incoming Club Board of Directors. The purpose is to review where the Club is now and what it hopes to accomplish this year. It is a vital tool to determine the current status of the Club.

Read the opening paragraph of the ACPC Report. This conference is arranged with the Club President in advance and should be conducted in September or October. The conference is designed so the form itself will act as a discussion guide.

- ◆ Use the District name, Zone number, official Club name and Club number on all correspondence. The Board Members should also know this information.
- ◆ By asking the questions on the form, it should become self-evident what the Club needs to do to get ready for the coming year.
- ◆ The names of the Club Chairs represent the volunteers who will make the Club work effectively.
- ◆ Setting goals is a section you might want to discuss with the President in advance. The role of the Lieutenant Governor is to listen and encourage.
- ◆ Discussing the items on the form requires the Lieutenant Governor to use experience, common sense, supportive encouragement, resources and a sense of optimism to empower the Club to operate effectively.

Finally, **send in the form** with appropriate signatures.

Brainstorm Session: *Ask attendees to list the benefits of the ACPC (including Club, Board, Lieutenant Governor, District and Optimist International). List the responses on the flip chart. Responses might include:*

- *helps Lieutenant Governor identify Club administrative problems*
- *points out specific needs for remedial action*
- *provides names of key Club leaders*
- *helps Club understand the role of the Lieutenant Governor*
- *stresses Club organizational pattern*
- *calls attention to functions that might be overlooked*
- *provides valuable information to District*
- *educates Board Members*
- *creates good relationship between Club and Lieutenant Governor*
- *helps build consensus for the coming year*

Roundtable Discussion on Planning (20 minutes)

Break into small groups of four to eight people each. Assign each a topic. More than one group may discuss the same topic. A faculty member may be assigned to each group to serve as a facilitator. Reporting back is optional depending on available time. The table topics may include the following:

- a) *You call a Club President to discuss his/her goals and setting up an ACPC. He/she says "the Board Members don't have time to meet and he/she is happy with his/her Club as it is and he/she doesn't need any outside help." What is your response?*
- b) *How will you deal with volunteers such as a Club President who has a negative attitude?*
- c) *How do you deal with Clubs who don't attend Zone Meetings?*
- d) *Role-play a typical ACPC by actually going through the ACPC form and asking the questions. The facilitator plays the role of the Board by giving answers that typify a marginal Club situation. The Lieutenant Governors would each take a separate section of the form to complete.*

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Other Reports to Submit (10 minutes)

Briefly review other reports you will submit, what they represent and the dates they are due. These include **ACPC** (November 15), **Zone Meeting Reports** (quarterly), **Club Visitation Reports** (mid year) and **Annual Club Reviews** (end of year).

The Lieutenant Governor's role is to assist Clubs in sending in proper reports on time with accurate Club names and numbers (include new club building reports).

Zone Meetings (20 minutes)

Zone meetings are conducted at least quarterly throughout the year. Generally the President and Secretary-Treasurer of each Club are invited. However, you may design the agenda and invite other volunteers you think would benefit. It is a good idea to conduct meetings three to four weeks before District conferences.

Ask them to come up with innovative ideas to meet the needs of their Zone. For example, presenting the Membership in the Zone with growth needs by holding a Zone NOW meeting.

The **purpose** of the Zone meeting is to promote organizational goals, build camaraderie and share ideas among Club leaders.

Before you begin, write an **objective** for the Zone meeting. What do you want to accomplish? Samples include: to empower my Club leaders with the information and desire to grow, or to get Club leaders interested in building a new Optimist Club.

Ask each Lieutenant Governor-Elect to write a short "meeting objective" for his or her first quarter Zone meeting. Give them two minutes. Ask for volunteers to share their objective.

Sample **Zone meeting agendas** are included as an attachment in the Workbook. Review the sample agenda. Think about what your first Zone meeting agenda will look like.

Consider this "successes and challenges" exercise at Zone meetings. Each Club representative has one minute to share a recent project, accomplishment or success. This can build pride in the work that is done. Next, each Club representative can share one "challenge" that faces him or her in the near future. This can be a positive, problem-solving and supportive way to help Clubs with possible solutions to difficult situations. Keep close control of time and do not let discussions ramble.

Also consider inviting a specific District Committee Chair to your Zone meeting to give a presentation or assist you with a promotion.

During the Zone meeting make leaders feel welcome and valued. Recognize the accomplishments of others. Be friendly, supportive and optimistic!

Keep in mind Zones are not legal entities of themselves but an arm of the District.

After the Zone meeting **send in the Zone Meeting Report**. This is an important function as a liaison between you and your Governor.

Communications Workshop (25 minutes)

Ask attendees to list the various ways in which a Lieutenant Governor might communicate with Club leaders. List answers on a flip chart. Answers might include a speech at a Club or Board meeting, a phone call, a personal conversation, a newsletter, a formal letter, or a personal hand-written note. Ask which of these are more effective. Answers might be one-on-one personal conversation for impact and personal phone call for best efficiency.

Roundtable discussion: Break into small groups of four to eight people each. Assign each a topic. More than one group may discuss the same topic. A faculty member may be assigned to each group to serve as a facilitator. Reporting back to the group is optional depending on available time. The table topics may include:

- What opportunities will I have to talk with Club leaders in a "one-on-one" setting? What would I discuss?
- Should I make monthly phone calls to my Presidents? If so, what should I talk about and how should I handle the communication?
- If I get an opportunity to address Club members at their Club meeting, what message should I convey?
- (optional) What opportunities might I have to write letters or newsletters to Club leaders?

Optimism and Attitude (5 minutes)

Attitude equals altitude. If a person points upward (attitude) they will soar to a high altitude of success. With these concepts in mind move into the "Problem Solving Workshop."

This is a good time for a short pep talk and reminder of who we are as Optimists. Talk with Lieutenant Governors about our mission "to develop optimism as a philosophy of life." Talk about the challenges that will face them in the coming year as they deal with a variety of people and a variety of situations. As representatives of the collective body of Optimist International, Lieutenant Governors are role models. Others will take notice of the way they deal with tough issues.

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Problem Solving Workshop (25 minutes)

Roundtable discussion: Break into small groups of four to eight people each. Assign each a topic. More than one group may discuss the same topic. A faculty member may be assigned to each group to serve as a facilitator. Reporting back to the group is optional depending on available time. The table topics are:

- a) You learn that one of the Clubs in your Zone has not been meeting for the last few months. What would you do?
- b) One of your Club Presidents has no desire to be an Honor Club. He says he doesn't care about points and just wants to serve the community. How would you respond?
- c) A President complains to you that they only have 25 members but keep getting billed dues for 27 members from Optimist International. Their roster does not agree with the International Office. How would you handle this situation?

Membership Growth (15 minutes)

Ask the Lieutenant Governors, why grow? List the answers on a flip chart. Answers might include new ideas, more projects, better programs, more money, more friends, more resources for getting things done, Club achievement, Honor & Distinguished Club status, increased sense of pride, new leaders, more fellowship.

Growth of members means more service to the community and young people.

Briefly review the five concepts of Club growth which include:

- ◆ Participation
- ◆ Recruitment
- ◆ Enrollment/Induction/Orientation
- ◆ Maintenance and Retention
- ◆ Attendance

Roundtable Discussion on Membership Growth (20 minutes)

Roundtable discussion: Break into small groups of four to eight people. A faculty member may be assigned to each group to serve as a facilitator. Reporting back to the group for this exercise is highly recommended to share ideas. All groups discuss the following:

What can the Lieutenant Governor do to effect growth in their Zone? Be specific. Answers might include, in order of importance:

- ◆ Lead by example, personally recruit a new member
- ◆ Recognize, with enthusiasm, members who bring in new members and Clubs who add members
- ◆ Promote International and District recognition for growth
- ◆ Talk at every opportunity about the importance of asking and of wearing the member recruitment pin
- ◆ Ask others personally to recruit, educate and motivate Clubs to address the five concepts of Club growth and get officers to attend membership sessions at District conferences

New Club Building (15 minutes) (Reference New Club Building Handbook)

The Lieutenant Governor is the primary person who can inspire the building of a new Optimist Club in his/her Zone. It takes only two people to get this project started - the Lieutenant Governor and an interested Club President or Members.

Optional Skit to illustrate the reasons to build a new Optimist Club. Pretend to interrupt the presentation by having two people wander into the room from different directions. One is dressed up as an adult in a humorous style (top hat, bow tie, baggy pants). The other is an adult dressed up as a funny kid (kneeling with shoes on the knees, shorts pulled up, baseball hat on sideways, pony tail, etc.). They meet and talk with each other. The youth is bored and looking for something to do. Maybe the kid got in trouble recently. The kid laments "if only there was an Optimist Club around here." Choose two people to make the skit funny but get the point across as to why Optimist Clubs are necessary.

What does building a new Club mean to further the cause of the Optimist Organization? Why should we build new Optimist Clubs?

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Review the material in the *New Club Building Handbook*. Consider your role in the formation of a new Club.

- ◆ Getting started
- ◆ Planning the project
- ◆ Building the Club
- ◆ The Organizational Meeting
- ◆ The Follow-Up Program

Roundtable Discussion of New Club Building (20 minutes)

Roundtable discussion: Break into small groups of four to eight people. Assign each a topic. More than one group may discuss the same topic. A faculty member may be assigned to each group to serve as a facilitator. Reporting back to the group is optional depending on available time. The table topics are:

- a) How can you, as Lieutenant Governor, get Club leaders to attend New Club Building seminars?
- b) How can you, as Lieutenant Governor, create an interest in New Club Building for volunteers in your Zone?
- c) How does someone get started in a new Club building project? What resources are available to assist you in building?

Create a **list** on the flip chart including Zone number, potential New Club Building sites and what Club might sponsor the project. This is to get Lieutenant Governors-elect thinking about how they might be involved. This is the time to encourage without pushing.

Goals Workshop (20 minutes)

Setting goals is important for personal accomplishment. Our Recognition Program does reflect worthwhile goals. Achievement reflects positively on the job the Lieutenant Governor will do.

At this point writing down goals is a starting point for determining a direction for a person's year as Lieutenant Governor. The ideal is that these goals are personal for the individual making them. They may stay private with a sense of sincerity or they may be announced to others in the spirit of inter-Zone challenges.

Ask each Lieutenant Governor to write down the following Zone Goals:

- a) *New Club Building* - How many new Clubs do you hope to add to your Zone this year? Name their potential sites and who might build them. Be as complete as you can without committing at this point.
- b) *Membership* - How many members are now in your Zone? How many new members will you add to your Zone as Lieutenant Governor? How many might you lose to natural attrition? What will be your net growth?
- c) *Honor Club* - How many Clubs in your Zone have a history of being an Honor Club? How many Honor Clubs will you have during your year as Lieutenant Governor?
- d) Write a sentence or two describing what you would like to accomplish with your Zone during your year as Lieutenant Governor. What can you use to measure the success of meeting this goal? Write the names of the people who will help you achieve this goal.

Installing Club Officers (15 minutes)

A function of the incoming Lieutenant Governor is to install incoming Club officers of the Zone. Someone else may do this if the Lieutenant Governor is not available. The Lieutenant Governor has an opportunity to make this first impression on a Club. The Lieutenant Governor should call the incoming President to set up the new officer installation. Installations should be done in front of the whole Club, spouses and partners are often invited to the special meeting. Protocol dictates that the Club pays for the Lieutenant Governor's meal but do not insist if it is not offered. The purpose of the ceremony is to get commitment from incoming officers toward the Club's success.

Role-playing: Ask for a volunteer to do a model **installation ceremony** in front of the group. Use one of the two sample Club Officer Installation ceremonies on the website. A copy is also included in the back of this book. Ask the members what they liked most about the ceremony. Ask them what they could do to make this a special or significant ceremony.

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Role-playing: A Lieutenant Governor, before they do the installation ceremony, will have a few minutes to address the Club membership. Invite several Lieutenant Governors-Elect to stand up and give a one minute enthusiastic speech on the most important things they want the Club membership to hear. Emphasize to the participants that this is just for practice. Give them the following suggestions before they begin:

- a) Recognize the President and officers
- b) Recognize the recent new member recruiters and the new member sponsor pin
- c) Recognize the projects and impact the Club has on its own community
- d) The value of Honor Club - note banner patches and the history reflected on their Club banner
- e) The excitement of who we are and what we do as Optimists!
- f) Best wishes from District Governor and International President

This exercise should be done in a supportive manner to give incoming Lieutenant Governors some of the confidence they may need to speak in front of a group. Also try to make it fun while being respectful of the practicing speakers.

Getting Club Officers to Attend (15 minutes)

Education can empower not only you, but also your Club leaders to do a good job. You should try very hard to get your Club Presidents and Secretary-Treasurers to attend the District Convention training sessions. This is to your benefit because it will make your job of educating and explaining much easier. For every President who does not attend you will personally have to sit down with them and teach them the material.

Give a short preview of what will be taught at the upcoming Club officer training sessions. Give time, dates and locations of this training.

Ask the Lieutenant Governors-Elect what they can do to get their incoming Presidents to attend this training. List the answers on the flip chart. Answers might include, driving together as a Zone, personal handwritten invitations and prizes. Encourage a diversity of ideas but emphasize the powerful effectiveness of a personal (or phone) invitation.

Optimist International Recognition (30 minutes)

Review the *Recognition Handbook* for the coming year. This program is designed to recognize people who achieve goals, which result in a better Optimist Club and service to youth and community.

- ◆ Recognition represents a proven “road map” toward success
- ◆ Setting additional personal goals are also encouraged
- ◆ The real value of recognition is the time and effort put forward
- ◆ Personal integrity in meeting requirements is assumed

Review the award for the **Distinguished Lieutenant Governor** as explained in the *Recognition Handbook*.

Review the awards available to Clubs such as the Honor Club and Distinguished President recognition to encourage the Clubs.

The **One Member Recruitment** lapel pin recognizes an individual member who sponsors one new member into our organization.

District Awards Program (15 minutes)

The District **Achievement and Awards** Program represents friendly competition between Clubs and Zones in the District. Points are given to Clubs based on a wide variety of activities that a Club does. Evaluation and competition is usually done quarterly through the Optimist year.

Other District Recognition:

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Questions and Answers:

Questions and Answers:

TRAINING TIP

TRY THIS CONFIDENCE BOOSTER

A good confidence builder during Lieutenant Governor training is having each participant write a "Top News Story". Hand each Lieutenant Governor a blank page with the heading "Top News Story - Who's Who in Optimism". Ask him/her to write a newspaper style article announcing his/her selection as Lieutenant Governor. Share articles in small groups. Then on a flip chart list common reasons they were elected. Presto! An instant list of the qualities of a good Lieutenant Governor.

