

Lieutenant Governors- Elect Workbook



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Lieutenant Governors-Elect Workbook

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Governor-Elect Address

Team Building Exercise

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

The Function of the Lieutenant Governor

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

List functions of Lieutenant Governor:

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: www.optimist.org and www.optimistleaders.org.
- ◆ *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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How can I get members of my Clubs to adopt and work for the goals of my District and of Optimist International?

How can I make friends and gain the trust of my Presidents and Secretary-Treasurers?

How will I, as Lieutenant Governor, react if a President fails to live up to my expectations?

Annual Club Planning Conference (ACPC) (see ACPC form)

The ACPC is an acronym for an “**Annual Club Planning Conference**” and 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 in the coming year.

Benefits of an ACPC?

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 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.

Roundtable Discussion on Planning

I call a Club President to discuss his/her goals and setting up an ACPC. He says “the Board Members don’t have time to meet and he is happy with his Club as it is and he doesn’t need any outside help.” What is my response?

How will I deal with volunteers such as Club Presidents who have negative attitudes?

How do I deal with Clubs who don’t attend Zone Meetings?

Other Reports to Submit

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).

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Zone Meetings

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

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. It is a good idea to conduct meetings three to four weeks before District conferences.

Come up with innovative ideas to meet the needs of your Zone. For example presenting the Membership in your Zone with growth needs by holding a Zone NOW meeting.

Before you begin, write an **objective** for the Zone meeting. What do you want to accomplish?

My first quarter Zone meeting objective:

Sample **Zone meeting agendas** are attached. 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

Ways to communicate with my leaders:

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? What would I say?

If I get an opportunity to address Club members at their Club meeting, what would I say to them?

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Optimism and Attitude

Attitude equals altitude. If a person points upward (attitude) they will soar to a high altitude of success.

Problem Solving Workshop

I learn that one of the Clubs in my Zone has not been meeting for the last few months. What would I do?

One of my 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 I respond?

A President complains to me 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 I handle this situation?

Membership Growth

Why Grow?

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

The five concepts of Club growth include:

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

Roundtable Discussion on Membership Growth

What can the Lieutenant Governor do to effect growth in his/her Zone?

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New Club Building

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 Member.

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

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

How can I, as Lieutenant Governor, get Club leaders to attend New Club Building seminars?

How can I, as Lieutenant Governor, create an interest in New Club Building for volunteers in my Zone?

How does someone get started in a new Club building project? What resources are available to assist in building?

Where might I build a new Club in my Zone?

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Goals Workshop

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.

Goals

How many new Clubs will be added to my Zone?

Where?

Who will help me?

How many members are in my Zone now?

How many will be added next year?

How many might I loose to attrition?

What will be the net gain?

How many Honor Clubs will I have next year?

What would I like to accomplish in my Zone next year?

Installing Club Officers

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.

What can I do to make the "Club Officer Installation" a special or significant ceremony?

Outline of my speech to a Club's members:

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Getting Club Officers to Attend

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 leaders to attend the District Convention or regional quarterly training sessions as well as District (or Regional) quarterly conferences. 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.

What can I do to get incoming Presidents to attend their Convention training?

Optimist International Recognition

Review the *Recognition Handbook* for the coming year. The Optimist Recognition 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 **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 Recognition Program

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:

Questions and Answers:

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Friend of Youth

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