Lieutenant governor position description

The lieutenant governor plays a key role in The Formula because this leader is accountable for strengthening his or her division during the year in office. Kiwanis becomes stronger at the division and club levels.

The Formula responsibilities:
- Leads and supports the membership initiatives in his or her division by working in coordination with the division’s club opener and club counselors as well as club presidents and membership chairs
- Leads efforts to guide and assist clubs in the district that have fewer than 15 members, in order to reach minimum required membership levels or another best option for those clubs
- Assists the district chair in recruiting division team members
- Works with club presidents and membership chairs to promote the implementation of inviting and retaining members, and keeps track of these initiatives.
- Reports to the district governor and the district chair on the membership progress in his/her division

Position summary:
Serves as a leader in the district by helping clubs improve the value of the club experience and expanding Kiwanis reach by opening new Kiwanis clubs.

Position responsibilities:
- Serves as a leader in the district by communicating the vision/messages of Kiwanis International and the district to the clubs and motivating the members to action
- Speaks at Club Leadership Education sessions and club meetings, delivering messages are positive, personal and passionate
- Communicates regularly with club presidents electronically
- Supports the goals of the district
- Accountable for meeting the membership goals for the division, drives membership increases in the district by specifically focusing on the opening of new Kiwanis clubs and assisting current clubs in inviting and retaining members
- Ensures that the club experience is attractive to new and existing members
- Serves on the district board of trustees and is a liaison between the club and the district
- Invests time and resources in those clubs with the potential for the greatest return
- Evaluates, coaches, supports and provides positive reinforcement to Kiwanis clubs in the division

Qualifications:
A proven leader with the ability to:
- Manage time
- Build relationships with club and community leaders
- Encourage, support, coach and counsel club presidents
- Focus energy on the objectives
- Lead by example
- Facilitate change
- Use Microsoft Office Products Suite