

Vice District Governor

Duties and Responsibilities

The position of Vice District Governor is more than just a stepping-stone towards the office of District Governor. As Vice District Governor your primary objective should be to aid and assist the District Governor in whatever way you are able, thereby helping to make his/her year even more successful. If the District Governor does not assign additional responsibilities to you, ask if there is something you can do to help, such as mentoring and monitoring the Zone Chairpersons.

MD19 – By-Laws, Article II “BL”, Section 3 states:

“The Vice District Governor shall be a member of the District Cabinet and shall be the Chief Administrative Assistant to the District Governor. He/she shall familiarize themselves with the duties of the District Governor so in the event of a vacancy in the Office of District Governor he/she will be better prepared to assume the duties and responsibilities of said Office.”

Even though you are VDG, you must declare your candidacy for District Governor prior to December 31st per MD 19 & MD 19-C Constitution & By-Laws (See MD19 Constitution and By-Laws, Article VIII “BL”, Section 1, Sub-Section b.)

In May you will attend the District Governor Elect / Vice District Governor Elect training session in Bellingham. This class starts Friday afternoon (usually at 1:00 pm) and continues through Saturday. You are encouraged to bring your spouse. The information you receive at this class is very enlightening and helpful for your year to come. This is also the first opportunity to meet and become familiar with the other Vice District Governors Elect. You will be working with these other eight Lions for the next three years, so go out of your way to learn a little about each.

You are the District LEM/PR Team Facilitator. As the leader of this team, get involved early. Attend and actively participate in your regions LEM/PR Kick-off Meeting, usually held in May or June. The three regions are A, H, and I; B, C, and G; and D, E, and F. At this meeting the District goals will be set. Help to insure that these goals are realistic, measurable and attainable. At the close of this Kick-off meeting, schedule the first District LEM/PR meeting. (A little prior planning for meeting locations will be helpful).

District Goals:

As mentioned above, the District Goals will be set at the Region Kick-off Meeting. Make sure that each LEM/PR Team member has a copy of the goals. The goals should be reviewed regularly and updated as to the progress of each specific goal. If goals are not being met, make certain that an action plan is made and that the responsible team member(s) are committed to the plan. See that updated copies of the goals are distributed to all team members. As the Team Leader, you should impress on the LEM/PR Team members that the responsibility for achieving District goals is not limited to the seated chairperson, but is in fact a Team Effort. If we allow the Chairperson of each major component of our group to carry the entire burden and responsibility, **we** will most likely fail. Encourage the Chairpersons to form sub-committees to meet separately from the LEM/PR Team to develop viable action plans.

LEM/PR Team Members:

The team should include, but not be limited to the District Governor, Vice District Governor, Immediate Past District Governor, District Secretary, District Treasurer, District Leadership Chairperson(s), District Extension Chairperson(s), District Membership Chairperson(s), District Club Branch Chairperson(s), District Public Relations Chairperson(s), and the Zone Chairpersons from all zones. The Associate Zone Chairpersons should also be encouraged to attend if your district has them. From time to time, others may be included such as District Conference Chairperson(s), Contest & Awards Chairperson(s), etc.

LEM/PR Meetings:

Meetings should be held in a convenient location within the District that will comfortably accommodate the group. Meals should be available and affordable for those who wish to eat prior to the meeting. The meeting location should be semi-private to promote a quiet atmosphere for conducting business. If you are fortunate enough to belong to a geographically compact district, meetings should take place monthly, or as needed, and should be held at the same location and time each month. If you belong to a district which is geographically huge, plan your meetings to coincide with District Cabinet Meetings or Charter Anniversary Parties. Ask the District Secretary to take minutes at each meeting and to publish them to all team members.

You should open, control and close the meetings. Allow time on the agenda for the District Governor to address the group. Seek information that the team needs/wishes to cover and publish an agenda prior to the meeting with copies to hand out at each meeting. At the first meeting, make sure that all members are introduced and that you have current contact data from each, including e-mail addresses.

As the LEM/PR Leader, help to create an environment of cooperation and harmony amongst the team members. Encourage each member to participate in discussions. All members of this team have something to contribute and you, as leader, must promote their participation.

District LEM/PR Planning Session (Retreat):

In August or September it is a good idea for the team to hold a planning session (District Retreat). This meeting should be used as a two-way exchange of information. The Zone Chairpersons should take an active part in the program. The information received at this retreat will be very helpful to the Zone Chairpersons as well as to other team members.

You should see that someone is assigned to make arrangements for accommodations, meeting location and meals. An outside facilitator will be required to control and monitor the sessions, such as the MD19 Leadership Chairperson. Also, invite the MD 19 Executive Secretary/Treasurer to attend. Sessions have started on Friday evening and have run through Sunday morning, or until the agenda information is covered.

Region LEM/PR Half-time Meeting:

This meeting will be held in January or early February. The District goals and action plans relating to the goals should be reviewed and updated at a LEM/PR Meeting just prior to the half-time meeting. Have ample copies of the updated goals available to share at the Half-time meeting.

This Half-time Meeting is an excellent opportunity to work on action plans for goals that are not being met. Encourage the development of workable action plans with measurable milestones so that the progress of each can be tracked.

Lions Clubs International Convention:

Sometime in mid December you will receive a package from LCI outlining the procedures for attending the Lions Clubs International Convention the following June/July. These documents will answer the majority of your questions about the Convention and will outline when you will be departing, where you will be staying and what your out-of-pocket expenses, if any, may be.

District Spring Conference:

(This is the Spring Conference during the year you are Vice District Governor). Request that you be allowed to participate in the planning of the Spring Conference. In doing so, you will develop a better understanding of the inner workings of the Conference. Also, the Conference Chairperson(s) will value your input.

District Spring Conference:

(This is the Spring Conference during your year as District Governor). Your Conference Hotel will possibly need to be reserved as much as a year in advance. To this end, it is advisable to choose your Conference Chairpersons(s) and the location for the Conference soon after you are elected VDG.