

Welcome to your vital role as First Vice District Governor!

Your Role in the District

District administration and district leadership would be an overwhelming responsibility for just one person. By approaching district leadership as a team, the district governor, first vice district governor, and second vice district governor can accomplish more and serve in their positions more effectively, ultimately improving district operations.

Team members have the opportunity to collaborate with one another

Tasks can be effectively divided among team members

A continuous succession of leadership allows for more effective district administration

Each newly-elected district governor will have at least 2 years of experience in matters of district leadership and administration

A Lions Clubs International First Vice District Governor acts as the primary administrative assistant to the District Governor, supporting them in overseeing the district's operations, including club visits, membership growth, leadership development, and service initiatives, essentially serving as the "right hand" of the District Governor while being poised to step in and lead in their absence; they are a key member of the District Governor's cabinet and participate in strategic planning and decision-making for the district.

Key responsibilities include:

- **Supporting the District Governor:**

Assisting in all aspects of district management, including club visits, reviewing club performance, and providing guidance to club officers.

- **Membership Development:**

Actively participating in efforts to recruit new members and maintain existing membership levels within the district.

- **Leadership Development:**

Identifying and nurturing potential leaders within the district to ensure future continuity of leadership.

- **Service Project Oversight:**

Collaborating with clubs to plan and execute impactful service projects aligned with Lions International's focus areas.

- **Communication and Coordination:**

Facilitating communication between the District Governor, clubs, and other district officers.

- **Cabinet Participation:**

Attending and actively contributing to District Governor cabinet meetings, assuming leadership roles when necessary.

- **Training and Development:**

Participating in ongoing training programs to stay updated on Lions International policies and leadership best practices.

Key aspects of the role:

- **Leadership Skills:**

Strong leadership abilities to motivate and inspire Lions members at the club level.

- **Organizational Skills:**

Excellent organizational skills to manage multiple responsibilities and deadlines effectively.

- **Communication Skills:**

Excellent communication skills to build relationships with clubs, members, and other district leaders.

- **Teamwork:**

Ability to work collaboratively as part of the District Governor's team to achieve district goals.

Progression: Typically, a First Vice District Governor is considered the potential candidate to become the District Governor in the following term, making this position a crucial stepping stone in Lions Club leadership.

There are many resources available to assist you.

The Board Policy Manual has a vast amount of information to assist as you move through each role in the district team.

- Chapter VII – Has a comprehensive list of duties assigned to the district team
- Chapter IX – Is a reference for district officers and organizations

You can also visit the District Governor Resource Center

<https://www.lionsclubs.org/en/resources-for-members/resource-center/district-governors>

to access district-related Lions International resources that will provide you with specific procedural and policy instructions.

- District e-Book

https://cdn2.webdamdb.com/md_cLXScFKW4n55.jpg.pdf?v=1p

- Standard District Constitution and By-Laws

https://cdn2.webdamdb.com/md_ATtoVKtZ9U32.jpg.pdf?v=1

- Standard Club Constitution and By-Laws

https://cdn2.webdamdb.com/md_obXUa9JdT81.jpg.pdf?v=1

- Model District Governor Advisory Committee Meetings (zone meetings)

https://cdn2.webdamdb.com/md_6qPpoGHdwl02.jpg.pdf?v=1

To learn more about LCIF, click here. <https://www.lionsclubs.org/en/discover-our-foundation/mission>

To view frequently asked LCIF questions (FAQ), which may be helpful as you meet with Lions in your district, click here. <https://www.lionsclubs.org/en/give-how-to-give/donation-faq>

Visit the LCIF Grants Toolkit webpage to learn more about grants available to clubs, districts, and multiple districts. <https://www.lionsclubs.org/en/lcif-grants-toolkit>

You can access a full list of Global Action Team job descriptions and measures of success on the Global Action Team Leadership webpage. <https://www.lionsclubs.org/en/resources-for-members/resource-center/global-action-team-roles-resources>

Visit the Global Action Team Resources webpage for talking points, toolboxes, staff contact lists, and more. <https://www.lionsclubs.org/en/resources-for-members/resource-center/global-action-team-roles-resources>

Please note: While the links provided in this document are current as of this course update, if you have difficulty locating these documents, or have questions about locating them please contact elearning@lionsclubs.org for assistance

We have a webpage designed to provide district leadership tools and resources to assist with the “Process for Success.” The process is designed to not only help clubs grow but to inspire new ideas, truly engage membership (improving retention) and empower current and potential club leaders to lead. BUILD A TEAM, BUILD A VISION, BUILD A PLAN, BUILD SUCCESS!

<https://www.lionsdistrict5nw.com/>

Plan Your Schedule for the Year

Good planning starts with a master calendar so you may properly dedicate time for events and obligations required for your position. Be sure to confirm the dates for the major district events, multiple district events and your own club’s events. You can find those events on the District 5NW webpage Calendar Page.

<https://www.lionsdistrict5nw.com/district-35-i-calendar>

Following is a month by month list of **critical** and important activities:

July

- **Discuss goals with District Governor & Global Leadership Team Chairs**

August

- **Attend District Cabinet Meeting**

September

- **Attend USA / Canada Lions Leadership Forum**
- **Submit letter of intent to run for District Governor**
- **Club visits**
- Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings

October

- Review Club Health Assessment (YTD available on the District 5NW webpage)
- **Attend GLTC Zone/Region Chair training**
- Plan and Chair District Strategic Planning meeting
- **Attend State Lions Convention-Conduct Memorial Service with 5NE 1VDG**
- **Club visits**
- Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings

November

- **Club visits**
- Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings
- Assist GET with chartering new club(s)

December

- Review Club Health Assessment (YTD available on the District 5NW webpage)
- **Club visits**
- Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings

January

- **Club visits**
- **Meet with DGE and 2VDGE to plan club visits for next year**
- **Work with host clubs and cabinet officers to plan District 5NW Spring Rally**
- Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings
- Recruit next year's cabinet officers

February

- Become a Certified Guiding Lion or complete an online leadership development course
- **Club visits**
- **Attend FVDG/DGE Seminar - Days 1-3 in St. Charles, IL, USA**
- **Club visits**
- **Attend District Cabinet Zoom Meeting**
- Recruit next year's cabinet officers

March

- Review Club Health Assessment (YTD available on the District 5NW webpage)
- **Club visits**
- Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings
- Assist GET with chartering new club(s)
- Recruit next year's cabinet officers

April

- **Chair District 5NW Spring Rally**
- **Club visits**
- Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings
- Recruit next year's cabinet officers

May

- **Club visits**
- **Attend District Cabinet Meeting**
- **Attend MD5 GAT Summit and Convention**
- Assist GET with chartering new club(s)
- Recruit next year's cabinet officers

June

- **Attend District review / audit / budget meeting.**
- **Attend Lions International Convention to be inducted as DG**
- **Prepare next FVDG**
- **Club visits**
- **Appoint next year's cabinet officers**
- **Attend District Cabinet, GAT, Service Committee, and Operational Committee Zoom Meetings**