

Welcome to your vital role as 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 District Governor is the chief administrative officer of their designated district, responsible for overseeing all Lions Club activities within that area, including membership growth, leadership development, service projects, and fundraising, by regularly visiting clubs, motivating members, and ensuring alignment with the organization's mission and goals, essentially acting as the primary leader and representative of Lions Clubs International within their district.

Key responsibilities include:

- **Leadership and Oversight:**
 - Leading the district cabinet, including the first and second vice district governors, region and zone chairpersons.
 - Overseeing the implementation of district-wide initiatives and goals.
 - Promoting Lions Clubs International's mission and service activities within the district.
- **Membership Development:**
 - Actively working to increase membership numbers by supporting the chartering of new clubs and encouraging existing clubs to recruit new members.
 - Identifying and addressing challenges related to membership retention.
- **Leadership Development:**
 - Fostering leadership skills within the district by providing training and mentorship opportunities to club officers.
 - Encouraging participation in Lions Clubs International leadership programs.
- **Service Project Coordination:**
 - Supporting and promoting service projects aligned with the Lions Clubs International focus areas like vision, hunger, diabetes, cancer, and the environment.
 - Monitoring the progress of service projects across the district and ensuring their successful completion.
- **Club Visits and Evaluations:**
 - Regularly visiting each Lions Club within their district to assess their operations, identify areas for improvement, and provide guidance to club leaders.
 - Conducting club evaluations to ensure compliance with Lions Clubs International standards.
- **Fundraising and Donations:**
 - Encouraging clubs to actively participate in fundraising activities to support Lions Clubs International Foundation initiatives.
 - Promoting awareness of the Lions Clubs International Foundation and its grant programs.
- **Communication and Collaboration:**
 - Maintaining open communication with club presidents, district officers, and the Lions Clubs International leadership.
 - Facilitating collaboration between clubs within the district to share best practices and coordinate efforts.

Important aspects of the role:

- **Strong leadership skills:**

The ability to motivate, inspire, and guide others to achieve organizational goals.

- **Public speaking and presentation skills:**

Effectively communicating Lions Clubs International's mission and initiatives to members and the community.

- **Organizational skills:**

Managing a large district with multiple clubs and diverse activities.

- **Community involvement:**

Actively participating in local events and building relationships within the community.

The second vice district governor as directed by the district governor shall assist in the administration of the district and represent the district governor.

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 First and Second Vice District Governors & Global Leadership Team Chairs**

August

- Review Club Health Assessment and edit on the District 5NW website
- Attend MD5 Finance Committee Meeting
- Attend CA1 GAT Culture of Growth workshop
- Forward LCI correspondence to cabinet and club officers
- **Plan and Chair District Cabinet Meeting**
- **Submit approved grant applications to LCI**
- **Assign District Administrator**
- **Issue Convention Call to all clubs**
- **Succession Committee (GLTC, IPDG, PIPDG) identify qualified candidates by September 1**
- **Appoint Nominating Committee by August 15**

September

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Attend District GLT zoom Training
- Forward LCI correspondence to cabinet and club officers
- **Register State Convention with LCI**
- **Assign Certified Guiding Lions to new and struggling clubs**
- **Club visits**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**

October

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Forward LCI correspondence to cabinet and club officers
- **Attend GLTC Zone/Region Chair training**
- **Attend District Strategic Planning meeting**
- **Attend (even years) Conduct (odd years) State Lions Convention – Chair Credentials Committee – Appoint Elections Committee-Name New Voices & Presidential Award recipients-Submit Convention Report**
- **Submit approved grant applications to LCI**
- **Club visits**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**

November

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Attend MD5 Finance Committee Meeting
- Forward LCI correspondence to cabinet and club officers
- **Club visits**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**

December

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Attend District GLT zoom Training
- Forward LCI correspondence to cabinet and club officers
- **Club visits**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**

January

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Submit Hall of Fame Application(s) for qualified 5NW Lions
- Attend MD5 Finance Committee Meeting
- Forward LCI correspondence to cabinet and club officers
- **Club visits**
- **Meet with DGE and FVDGE to plan club visits for next year**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**

February

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Attend District Certified Guiding Lions Training
- Forward LCI correspondence to cabinet and club officers
- **Register Certified Guiding Lions with LCI and assign them to new/struggling clubs**
- Submit MD5 GAT scorecards, Senior Councilor Award information, and letter of intent for CC to Council Chair
- Attend MD5 Finance Committee Meeting
- Forward LCI correspondence to cabinet and club officers
- **Club visits**
- **Work with 5NE DG to plan 2027 MD5 Convention**
- **Chair District Cabinet Zoom Meeting**
- **Submit approved grant applications to LCI**

March

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Forward LCI correspondence to cabinet and club officers
- **Club visits**
- **Attend MD5 Council of Governors Meeting**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**

April

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Forward LCI correspondence to cabinet and club officers
- **Attend District 5NW Spring Rally**
- **Club visits**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**

May

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Attend MD5 Finance Committee Meeting
- Forward LCI correspondence to cabinet and club officers
- **Club visits**
- **Attend MD5 Convention and COG meeting**
- **Plan and Chair District Cabinet Meeting**

June

- Review Club Health Assessment and edit on the District 5NW website
- Attend CA1 Area C GAT zoom meeting
- Attend District GLT zoom Training
- Forward LCI correspondence to cabinet and club officers
- **Attend district review / audit / budget meeting.**
- **Prepare next 2VDG**
- **Club visits**
- **Chair District Cabinet, GAT, Service Committee, and Operating Committee Zoom Meetings**
- **Plan and Chair District Cabinet Zoom Meeting**
- **Submit approved grant applications to LCI**