**Board Meetings**

Board Meetings are working weekends for the district board that occur 6 times throughout the Key Club year. The Board weekends are CRUCIAL to the running of the District. These information packed weekends are filled with work sessions, icebreakers, activities, and even the occasional party--they are events to look forward to! The absence of even one elected or appointed Board member has a negative effect on the entire Board. The locations are as central as possible, unless it is necessary for the Board to travel to an event site for planning. Over the course of the weekend, officers will work in committees, receive additional training for themselves, develop resources for the District, work on the Regional Rallies, review election procedures for the Spring Elections, and plan events such as Leadership Training, District Convention, and New Board Training. The calendar of Board events is given to District candidates prior to elections. Because of the complexity of coordinating schedules with the Kiwanis Governor, the International Trustee, the adult committee, and numerous board members, this schedule is set months, even years, ahead of some of these events. It is CRUCIAL for Board members to follow the set schedule and be present at all of these meetings. At least two weeks prior to each board meeting you must confirm with the district administrator and governor that you will be in attendance. Failure to attend these meetings will result in disciplinary action and may result in an officer being removed from the District Board. The penalties are as follows:

* One missed board meeting or the partial missing of a Board weekend: PROBATION with the possibility of removal
* Two missed board meetings or the partial missing of a Board weekend: REMOVAL FROM OFFICE

The only exceptions will be a verifiable medical emergency or the death of an immediate family member.

 The Executive Board will make the decision to grant the Board member probation or recommend removal from office. This decision will be based on a number of factors, including the timeliness of the member’s notification and the member’s performance on their duties.

If the Executive Board recommends probation, the Board member will be counseled and given a list of conditions for being removed from PROBATION, with a strict timeline for completion. If the Board member completes the tasks within the required timeframe, the member will continue as a full Board member. Failure to complete the tasks on time will likely result in the member being removed from office.

 The Board votes to remove members from office for failure to perform their duties. The offending member will be notified of their status prior to the next scheduled Board meeting. They will not be invited or permitted to attend that Board weekend. Any explanations concerning their status must be made in writing at least one week before the scheduled meeting. Once disciplinary action is taken, the school, club advisor, parents, and sponsoring Kiwanis club will be notified as to the officer’s status. The District places a great deal of trust in individual officers. Those officers are expected to take that trust seriously and perform the duties of the office to the best of their ability.

Being prepared for the board meetings is crucial to an efficient and productive board meeting. Board members should plan ahead for these meetings by making sure that they are well-rested, focused, open-minded, and have a positive attitude. You should have the materials needed for any and all tasks assigned to you. This will regularly include:

* committee reports and resources,
* local club information--officer, advisor, Kiwanian
* Rally resources
* Presentations for events

In addition, you will be expected to have a laptop or Tablet to work with for the weekend. The casual use of cellphones during Board sessions is not acceptable.

You will often be asked to complete resources, reports, or committee work prior to a Board weekend. This is to allow the Governor and the adult committee enough time to evaluate it. Procrastination is not advised; being unprepared for a Board weekend affects the entire Board and negatively impacts the District.

 Board weekends begin at 6:00 P.M. on Friday evenings. You will receive a school excuse letter about a week ahead of a meeting. It is your responsibility to see to it that you notify your parents, teachers, and coaches concerning your commitment. Please make arrangements to turn in any assignments or take any tests PRIOR to your absence. Your schools will be much more understanding about your need to miss class occasionally if you stay ahead of your work. Be sure to get ahead in homework due immediately after the weekend; there is little free time during the board meetings to work on school assignments.

 You will need to make travel arrangements to be at the meeting place in enough time to be settled and ready to work at 6:00pm. Make sure you allow plenty of time for traffic delays. Being on time shows your respect for everyone involved. If you are travelling through a city, you need to add an additional 30 minutes per city that you will be passing through. We will have dinner at the site soon after arrival. Board members will have an agenda and packing list sent to them before each meeting, but generally, the dress is nice-casual (jeans, polo shirts, etc.), and members need a laptop or tablet to work on. There is usually a great deal of material to cover; meetings begin promptly. Plan to work until at least 10:30 P.M. At that time members are dismissed until curfew.

Students are assigned sleeping rooms. Throughout the year, the rooming groups will be rotated as much as possible. It is too confusing to change rooms once the roster has been set. Requests to do so will be refused. It is important that we work and think as a unit; refusing to room with a particular board member is both hurtful and demoralizing. Dress for Saturday is usually casual as well. We generally arrange for breakfast around 8:00 A.M. and begin work at 9:00 A.M. Members are expected to be seated and ready to work at that time. Members work throughout the day, with appropriate breaks for meals. Board meetings usually wrap up around 10:30 P.M. Sunday morning begins with breakfast at about the same time. The dress for Sunday is either Board uniform or business professional. This is a formal board meeting that is usually attended by Kiwanis officials. During this meeting, members vote on important business, approve changes to the District’s policies, and present committee reports. These meetings are conducted according to *Robert’s Rules of Order* without exception. Board weekends normally end around 10:00 A.M. Sunday morning in order to provide enough time to return home. The District Secretary-Treasurer takes notes throughout the weekend and these, in addition to the minutes from the Board meeting, are sent to Board members to remind them of duties and deadlines.

 Attendance at the board meetings is essential. The job of the Lt. Governor is to help conduct the business of the District and to communicate with their individual clubs. These Board meetings train members to do their duties Essential information from the district needed by the clubs is covered. Resources needed by the members are completed during these weekends. There is too much information covered over the course of these weekends to relay the information to missing board members effectively.

 Most importantly, Board weekends are the times you will get to form relationships with your peers from across the District. While there is a lot of material to cover and high expectations for preparedness, Board weekends also include fun activities.

**Remember:**

* The schedule for Board meetings is set by the previous District Convention.
* Board meetings are mandatory.
* Missing a meeting will result in disciplinary action.
* School excuses are sent one week in advance. A packing list is also sent at that time. Dress is usually casual, with board uniform on Sunday morning. Members need a laptop or tablet to work on.
* Board meetings begin at 6:00 P.M. on Friday and run through 10:00 A.M. on Sunday.
* Everyone rooms on site in their assigned rooms. Rooms are paid for by the District.
* Curfews are assigned and enforced.
* Meals are provided or reimbursed.
* Members receive a travel stipend.

**Disciplinary Action**

 We are proud that you have decided to step into a leadership role on the District level and want to help you grow in your role as a servant leader. We are sure you understand that you have made an important commitment to the members of your Division, and more than eight thousand members of the LaMissTenn District, to provide leadership to the best of your ability. Our sincere hope is that we can work and grow together to help LaMissTenn continue as an important and impactful part of Key Club International.

 Unfortunately, there may be occasions when a member of the District Board is not fulfilling his or her duties. This can be detrimental to the clubs in a Division and can have a negative impact on the District as a whole. Under these circumstances, disciplinary action may become necessary. These circumstances may include, but are not limited to:

1. **Failure to communicate with clubs.** Communicating with your clubs, by newsletter, email and/or group messaging, is a major part of your duties. Your clubs count on you for guidance and inspiration, and the district depends on this communication to insure the growth, viability, and effectiveness of its clubs. If you fail to maintain regular, effective communication, you may be placed on probation. If a member is placed on probation and does not improve his or her performance, he or she will be subject to removal from office by a vote of the board.
2. **Failure to complete tasks as part of a committee.** Committee work is essential to the development of materials for the clubs and training materials. Any member who does not participate in regular meetings with assigned committees or does not work with the committee in the development of materials will be placed on probation. If a member is placed on probation and does not improve his or her performance, he or she will be subject to removal from office by a vote of the board.
3. **Missing a Board Meeting**  Attendance at board weekends is vital to the planning of district activities and is important to carrying out the business matters of the district. Any board member who misses all or any part of a board meeting will immediately be placed on probation. Once on probation, the board member will have the opportunity to demonstrate that he or she will attend all remaining meetings, and may be removed from probation. **Missing all or part of a second board weekend will result in an immediate vote to remove the member from the board.**
4. **Conduct Unbecoming of a Key Club Member.** As a leader in the Lamisstenn District, you represent the District and Key Club International at key club activities , at school functions, and in your personal life. If you do not present yourself in the best possible light, your actions can reflect badly on all levels of key club. Conduct unbecoming of a key club member can include, but is not limited to: behavior, social media posts, or other communications of a sexually explicit nature; behavior, social media posts, or other communications involving or depicting the use of alcohol or illegal drugs; behavior, social media posts, or other communications that could be considered degrading or bullying. **Any member participating in unbecoming conduct could face immediate removal from the board with notification to parents and school administrators, or other disciplinary action deemed appropriate by the District Administrator.**
5. **Three strikes.** Any member who fails to fulfill his or her duties in any combination of three areas will be subject to removal from office by vote of the board, with or without a probationary period.
6. **Missing all or part of District Convention.** The board of directors and their activities, including attendance and housing at District Convention, are supported by dues paid by members of the district. In order to be good stewards of the member’s money, any board member who plans to miss any part of convention will be expected to pay his or her own registration fees as well as his or her part of the housing expenses for convention.

**Time Management**

At times, you may find the job of Lieutenant Governor stressful. Completing your tasks as LTG while maintaining your grades and fulfilling your family obligations can become burdensome. One of the best ways to avoid this stress is to manage your time wisely. Some helpful tips are:

1. **Do not procrastinate.** Start your tasks early and work on them in small segments. Set aside a specific time everyday to work on Key Club duties and consistently spend that time working.
2. **Maintain a calendar**. Mark the due date for a task, then turn back two weeks and enter a reminder of the due date. Finally, turn back one month before the due date and enter a reminder to start working on the task.
3. **Set reminders in your phone.** Keep in mind the monthly due dates for newsletters, PCM recaps, and monthly evaluations.
4. **Make lists.** Make a list of duties and put them in order of priority. Group tasks by deadlines. Estimate how long it will take you to complete a task.
5. **Make a Schedule.** Take the list of duties and figure out at what point in the day you can actually work on a particular task. Schedule it and stick to your schedule! Longer tasks may need to be broken down into smaller segments in order to complete them without feeling overwhelmed.
6. **Plan ahead**. If you know you have important events like exams or family events on your schedule, plan to finish your tasks before the event. It can be difficult to put together a newsletter while you are worried about a big test, so complete your newsletter ahead of time so you can concentrate on your studies.
7. **Develop templates.** Items like newsletters and committee reports can be much simpler if you use a template. Set up your document with recurring information so you can go to it and plug in new information without rewriting the entire document.
8. **Ask for help.** Asking your fellow LTGs for help can make your life much easier. They may have ideas of easier ways to do things. If you ask your presidents for help, you will share some of your work and make them feel more involved in the division and the district. Never hesitate to reach out to the District Administrators, Governor, or Secretary-Treasurer if you need help from them.

**Don't be afraid to cry.** Your fellow LTGs understand the stress you are under, as do your administrators. All will be willing to help you or at least listen to your problems. **Please call on us when you feel stressed.** Everyone wants you to succeed. Your success leads to success for your division and the district. It is much easier to solve a small problem before it becomes a large problem, so call, cry, get help, then move on and be the best LTG you can be.

**Contact with Clubs, Officers, Advisors**

**PCM’s**

 These are held monthly. It is extremely important to meet face to face with your officers. It is really difficult to build a relationship and gain their cooperation if they do not know you.

1. Contact your officers as soon as possible. The first contact should be by email to introduce yourself and to give them your contact information.
2. Ask your Kiwanis to help get all of the incoming presidents, the Kiwanis club advisors, and yourself at the same Kiwanis meeting. This needs to take place before the school year ends. While you are at the meeting, you will be able to exchange contact information and set up a time and place for your first PCM. Feel free to invite the Kiwanis advisors to this meeting.
3. Set up a GroupMe for the presidents. Encourage them to stay in touch with each other and remind each other of projects that multiple clubs could participate in.
4. With input from the presidents, find a location that is as centrally located as possible. The presidents are more likely to attend if the driving distance is not too far. Try to agree on a location that is quiet enough for everyone to hear, has enough seating place to comfortably accommodate everyone, has wi-fi, and isn’t going to mind you guys hanging out for about an hour.
5. Once the date and location of the PCM is set, create an event page and invite your presidents, Kiwanians, and advisors. Send them reminders--a week ahead of the meeting and on the morning of the meeting.
6. At that first meeting, try to establish a pattern that will make it easy for your presidents to remember to attend and is informative enough for them to see the value of attending. Especially for the first meeting, consider providing refreshments and door prizes. Many businesses will donate items if you explain your purpose in asking. Your Kiwanis may be willing to help or your club advisor may have some extra key club bling that you could have. This does not need to be anything expensive or elaborate--just a recognition of the effort they are making.
7. Be Prepared!!! Have an agenda printed for everyone. Know what you need to say, have enough handouts for everyone, be prepared for questions. Plan for the meeting to last about an hour. Take pictures for your newsletter. Remember: if you don’t make the first meeting worthwhile, you will have a difficult time getting them to return.
8. Set the time and location for your next PCM while everyone is together. Prompt them to set a reminder on their phones.
9. Follow up with a thank you for those who attended--particularly any adults who attend. Send them a copy of any handouts and remind them of the next PCM.
10. Contact the presidents who were unable to attend and try to set up a group phone call to cover the information.

 If your division is spread out, try to hold meetings in various locations around your division to include as many clubs as you can. If not a lot of people are attending, try pairing with another division if they are close by. These are a great way for club officers to put a face to the name that they see in the emails. If you see club officers in person they are more willing to respond to you and help you out. Don’t forget to create an agenda beforehand and send it out to your clubs.

**Club Visits**-You should visit each of your clubs at least once a semester. You may find it easier to schedule club visits if you contact the faculty or Kiwanis advisors. Explain to them that you would like to introduce yourself to their members and that they would be helping you meet your LTG tasks. Your purpose in visiting is to help improve communication--it’s not an investigation of their club or a judgment on how smoothly the meetings run. Suggest that each club host a PCM at their school. Offer to attend their officer meetings if that works better with their schedule. Encourage clubs to invite you and your home club officers to their service projects.

**Kiwanis Clubs**- Don’t forget to keep in touch with your Kiwanis Clubs. Most of the time they are willing help with anything you do--***if you build a relationship with them!***  Try attending at least one meeting of each of the Kiwanis Clubs in your division every semester. You should be able to attend regularly over the summer and during school breaks.

**Group Messages**- Having group messages with club officers only allows for a more interpersonal relationship and allows you to remain relevant with your officers. Remember to always remain respectful during all interactions with your members. Be considerate as to the time you are sending messages. Use the Group message only when you are contacting the full group; direct message individuals. By being respectful and aware of the frequency of your messages, you can keep your officers from blocking you.

**Emails**- One of the best ways to keep in touch with advisors is through email. Many schools prohibit teachers from receiving text or group messages from students. Keeping the advisors informed of the dates and locations of PCMs can help boost attendance--especially if you let them know that YOU need THEIR help. Keep your emails to adults professional and polite. Don’t demand that the advisors attend PCMs, send you material, invite you places, or contribute money to your pet project. You may request these things of them, but keep the tone respectful. Make sure to include all documents and links in your emails. This will help ensure that they will be shared. Don’t be surprised if the advisors are too busy to respond. This does not necessarily mean they did not get them. Periodically ask them to respond if they received the email to make sure they are getting them. If you never get a response from an advisor or officer group at a school, talk to your Kiwanis first--they may be able to help. If your Kiwanis can not put you in touch with the appropriate people, contact the school counselor to see if they can help.

Key Club is a student led organization, but it is adult driven. The advisors are going to push their officers to attend your meetings. The advisors are going to get their clubs to your rally. The advisors are going to make their officers attend training. The advisors have to be on board for a club to attend DCON.

**YOU NEED TO MAKE SURE YOU ARE CONTACTING THE ADVISORS REGULARLY AND ARE SENDING THEM THE SPECIFICS OF ALL EVENTS!**

Remember:

* Face to Face contact is CRUCIAL to keeping everyone engaged. It can NOT be replaced with electronic contact!
* Don’t get discouraged when your clubs don’t respond to you. Just because they do not reference your newsletter does not mean that they have not looked at it. Remain positive and upbeat!
* If you are geographically spread out, you need to do some travelling rather than expecting your presidents to travel to you. You may need to hold more than one PCM some months.
* Be professional and respectful when working with adults.
* Be persistent.
* Keep everyone--including advisors-- informed. Use GroupMe or something similar as well as phone calls, texts, emails. Send reminders about meetings and deadlines.
* Keep a consistent PCM schedule. Keep the PCMS fresh and engaging--food or door prizes help.
* Follow up club visits, advisor responses, and PCM attendance with thank you notes.

**Newsletters**

 Newsletters are an excellent method of communicating with your clubs. In these communications, you can recognize clubs after successful projects, highlight individual members, showcase pictures from your clubs, incorporate minutes from DCMs suggest service projects, notify them about important dates, send forms/links, and help educate the members about Key Club International. Newsletters need to be set up in a visually appealing manner, follow graphic standards, and should be professional in every way. Take advantage of Spellcheck and GrammarCheck or get someone to proofread it. The only thing that will wreck your credibility with the advisors faster than a poorly handled newsletter is treating them disrespectfully.

 Each Lt. Governor sends out a monthly newsletter. The titles of the newsletters are up to the individual officers; they are usually some kind of appropriate play on the officer’s name. **This is sent to the club officers, faculty advisors, Kiwanis advisors, the Governor, Assistant Administrator, the District Administrator, and yourself.** Sending the email to yourself allows you to verify that it went out correctly. Save your newsletter in a folder in your email account. This will allow you to verify its content and the date that it was sent should the need arise.

 Email this to the above mentioned group. Your email should contain a brief welcome and mention whatever you consider to be the most important point of your newsletter. You might include a prompt or question for everyone to answer signifying their receiving the newsletter. Then attach your newsletter as well as the monthly edition of Crawfish Tales. If your newsletter references forms or links needed by club officers/advisors, include those as well. Do not load your newsletter down with lots of photos--it takes too long to download and wastes space. Limit your newsletters to three or four pages and make sure your pages are filled with useful information. The first edition will take the longest; once you are satisfied with the page arrangement, save it as a template to use in the following editions. Then each month, simply freshen the look of the page and update the material. The best way to attach a newsletter is as a PDF. Different browsers configure word documents different ways and many public school browsers block or have restrictions on *dropbox* and *google drive.*

 When the newsletter is complete, simplify the material into a presentation. This should be no more than 6-7 slides. The presentation should begin with the title of your newsletter and possibly your board photograph. Again, use graphic standards. Prioritize your material and make a short presentation of your monthly newsletter for clubs to use at their meetings. Each slide should have limited wordage on it. The material could be summarized and bulleted. The presentation should include a few speaking notes and wrap up with information about your upcoming PCM. As you are constructing these presentations, be aware of color combinations since these may need to be viewed by members in a large auditorium, cafeteria, or gym. If you use transitions between your slides or GIFs, remember that too much of a good thing can be distracting and annoying. The first edition will take the longest; once you are satisfied with the slide arrangement, save it as a template to use in the following editions. Then each month, simply freshen the look of the slide and update the material.

 Newsletters are an essential part of communicating with your clubs. Failing to send out regular newsletters puts your clubs at a disadvantage: they are not receiving the information they need to operate smoothly. Officers are expected to have their newsletters prepared and ready to send to the clubs when they receive the monthly issue of Crawfish Tales, which should be sent to the Board on the first of the month. Lt. Governor newsletters and presentations should be complete at that time. Board members have until the fifth of each month to send out their newsletters, presentations, and Crawfish Tales. You will want to send your material to your contact group at a time that makes sense. Sending this to your group late on a Friday evening ensures that few people will see it--few people check their professional emails over the weekend, and your material will be buried in an avalanche of ads and other emails by Monday morning. Instead, try to anticipate its arrival at a time that it is most likely to get read.

**Remember:**

* Newsletters, presentations, and Crawfish Tales go to your divisions, the Governor, the ADA, the DA, and yourself on the fifth of each month. Save your copy in a folder in your professional email account.
* Make the name of your newsletter appropriate, fun, and memorable.
* Keep the newsletters to 3-4 well written pages and the presentations to 6-7 slides.
* Include all forms and links mentioned in your newsletters.
* Follow graphic standards, use SpellCheck, and practice correct grammar.
* Limit the number of photos, transitions, and GIFs in an edition.
* Set up a template for both the newsletter and the presentation at the beginning of your term to lighten your workload.

**Lieutenant Governor and The Home Club Advisors**

District and divisional officers can be an asset to a club. It is important to remember that you have duties and responsibilities that make it impossible to hold club offices. There will be times when you can not attend club activities-- not because you are disinterested, but you have additional responsibilities. It is an honor to be a Board member representing your school and club. It means that people believe you are a highly involved member capable of taking on additional duties. These duties are not always club duties. Your priorities should be to maintain a high academic standard, handle the business of the District, and then assist your home club as much as possible. District officers often are able to chair individual projects or provide assistance to key officers instead. This is a conversation that needs to be held with your advisor as soon as possible.

**Here are some suggestions:**

* Sit down with them at the beginning of your term. Explain to them what your duties and time commitments are. Work with them to come up with reasonable expectations for club involvement.
* Enlist their assistance in contacting the school’s principal or attendance officer to review your duties. Support from the advisor may help these school officials understand the importance of these meetings.
* Call upon your advisor to help facilitate regular attendance at Kiwanis meetings.
* Offer to attend the club board meetings if possible. There will be times that you can contribute a District perspective to your club’s officer board. Just remember that you are there as a guest, not a boss.
* Ask the advisor to stress to the club secretaries the importance of sending in the monthly reports. Responding to these reports is one of the jobs of the LTG.
* Offer to use portions of your newsletters in your club meetings. Work with the advisor and president to provide whatever support you can without overshadowing the club officers.
* Ask for their help in connecting other advisors in the division. Sometimes an adult will respond more quickly to a colleague than to a student.
* As you plan divisional service projects (at least one in the fall and again in the spring), get your advisor’s input. Schedule around club events.

**Board meetings:**

New Board Training……………………….…………...……………...June 1-3

Fall Board Meeting……………………….……………..………..August 17-19

November Board Meeting…………………………..……...…...November 9-11

January Board Meeting……………………………………..……...February 1-3

DCON………………………………………………………….……….April 5-8

**Divisional Service Projects**

Every Lt. Governor is expected to hold a minimum of two divisional service projects per semester. The Lt. Governor should plan and direct these service projects which should involve multiple schools and their sponsoring Kiwanis Clubs. One project should be hands-on service and the other should be a fundraiser for the District Project or for one of the Preferred Charities. Before planning an elaborate divisional project, discuss this at the monthly PCM with the club officers. Get them brainstorming ideas and allow them to help in the decision. This involvement can make a huge difference in the success of a multi-club project. It can be difficult to get members involved if the project is not something they are comfortable with or interested in. Poll officers for dates that are convenient to the majority of the clubs before setting a project date, if possible. Also, if other members or officers are involved in the planning stages, they will be more likely to show up to the project and bring other members of their club with them. Assign each of the participating clubs or officers a specific task. This may include having them bring supplies, lead forums, help with the set-up or clean-up, or take charge of one aspect of the project. By having a specific task to contribute to the project, officers and clubs are more likely to show up. Another way of drawing your clubs into more united service would be to get one of your clubs to open up their projects to divisional participation. This would assure a club of having a greater number of participants in their projects, which is especially helpful for a large scale event. The Lt. Governor can advertise projects in their newsletters, at their PCMs, and in group social media sites. The PCM meetings can serve as collecting points for clubs that are asking for item donations. Again, the Lt. Governor can inform other clubs in a way that makes it easy for other clubs to participate.

Additionally, the Lt. Governor should act as a contact point for the sponsoring Kiwanis clubs and for other nonprofit organizations in the area. Because of the regular monthly contact the Lt. Governor has with the club officers and advisors, the Lt. Governor can easily keep clubs informed of service opportunities. The Lt. Governor can serve as a coordinator for student helpers at Kiwanis projects, local festivals, community charity runs, park or community clean up days, etc.

Many locally owned restaurants and fast food chain restaurants work with community organizations to help raise money and awareness for worthy causes. Generally, a restaurant will donate a portion of their evening’s profits in exchange for the free advertising and patronage an event generates. A Lt. Governor may work with this type of business as a divisional fundraiser or hold fundraising events like sports tournaments, talent shows, carnivals, etc.

**Quarterly Service Project**

Community service is at the heart of every Key Club. Along with facilitating meetings, the major task of the club officer board is to plan community service projects, a task that can be difficult for many officer boards. Clubs often fall into a ‘service rut’, doing the same projects year after year, without really considering whether the project is meeting their needs or the needs of the community. Lt. Governors are in the position of being able to help club officers develop project ideas and helping clubs evaluate the success of their projects.

 The idea of the Quarterly Service project is to help clubs expand their ability to help their community and to gain a better understanding of how their service affects their club and their community. The focus areas are broad enough to allow clubs and divisions plenty of latitude in choosing projects that fit within the suggested area. These focus areas allow clubs to work together towards common goals, but in a manner that allows them to choose the individual project that best suit their needs.

 The Lt. Governor should work with clubs in their divisions each quarter to develop projects that fall within each of the focus areas outlined below. These focus areas and suggested projects could be highlighted in the Lt. Governor’s monthly newsletters and as discussion points during PCMs. The reflection questions could be also be used during PCMs to help train club officers to evaluate their member’s engagement on particular projects as well as evaluate the overall impact of a project.. Quarterly Service ideas would make excellent divisional service projects for the Lt. Governor to organize and lead.

**May/June/July**

 Focus: Environment

 Projects: Plant a tree, set up a recycling program, clean a park

 Questions:

1. What impact did this have on our community or school? What are the immediate benefits, what benefits may be seen in the future?
2. Was this a one time project, or can it be continued in the future? Was this a project that can be used as a basis for future projects, or as inspiration for other projects?
3. What impact did this project have on our club(s). Did members enjoy the project? Did it inspire members to future service?

**August/September/October**

 Focus: School Community

 Projects: Teacher Appreciation, Cafeteria/Maintenance staff appreciation, campus

beautification, champion another organization

Questions:

1. Did this project make someone smile? Who were the people most affected by this project? Did it help to improve the spirit of the people who were directly or indirectly affected?
2. Did this project raise awareness of the mission or objects of Key Club? Was this a project that may inspire others to join our club(s) to continue or build on this project?
3. Did this project improve the moral or spirit of our members? Can we look at or look back on the results of our efforts with pride?

**November/December/January**

 Focus: The Vulnerable

 Projects: Humane Society, Suicide Awareness, Comfort bags

 Questions:

1. Did we identify a need in our community? Can this project be continued, expanded, or used as a basis for future or ongoing projects?
2. Did this project have a visible, immediate impact, or were the results more long term or difficult to define? Did we the discuss the possible impact to impress the benefits of the project on our members?
3. Did this project make a difference in our members or club(s)? Were our members inspired to find similar needs for future projects?

**February/March/April**

 Focus: Awareness of others

 Projects: Visit nursing home, host food drive, safe driving campaign

 Questions:

1. Did this project make a difference in a life? As we discuss this project, can our members point out one person or group that is better off due to our efforts?
2. Can we share our experiences from this project to make others aware of a need in our community? Can we use this project to inspire awareness and actions in others?
3. Did our members learn from this project? Are our members and our club(s) likely to be more compassionate or aware of the needs of others?

PROJECT PLANNING FORM

1. PURPOSE OF THE PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. PERMISSION (From whom?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. How long do you have to plan the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Whom does the Project involve? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF THE PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMITTEES NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

ACTIVITIES PLANNED FOR THE PROJECT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOW DO YOU PLAN TO ADVERTISE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU’S TO WHOM? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHO EVALUATES THE PROJECT? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

![MC900383610[1]]() WHO CLEANS UP?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee work**

All District Board members are assigned to a committee. Committee work is vital in developing resources for the District and for individual clubs or members to use. Once assignments are made, the Governor and the Administrators will work with each committee to determine the resources needed and help establish a timeline for completion. It is the job of the committee chair to make the individual assignments and set up communication. Good communication is critically important in completing committee work.

Reports on committee work will be presented by the Committee Chairman at each Board Meeting. This report must include:

1. A list of committee members and the chairman
2. Dates of each committee meeting with a list of members physically or electronically present
3. A list of resources/projects in progress or in the planning stage
4. A printed copy of any resource in progress with an expected date of completion (these should also be sent to board members electronically)
5. Any requests for cooperation with other committees

Written copies of these reports must be submitted to the executive committee for approval and should be submitted to the board members electronically prior to the meeting.

*Committees and their assignments are determined by the District Governor in consultation with the District Administrator. These committees can include, but are not limited to:*

**The Preferred Charities/Service Projects Committee**

This committee is responsible for informing clubs about the Key Club Preferred Charities, encouraging clubs to work with these organizations, and providing contact information to clubs who are interested in working with them.

This committee should also produce and publicize ideas for service projects. These suggestions should be grouped by number of members needed, amount of planning time needed, and/or age group impacted.

Resources developed by this committee should be posted on the website, sent out on the Instagram account, and published in Crawfish Tales articles.

**K-Family Relations and Membership Committee**

This committee should develop resources that are focused on connecting members of the K-Family clubs. They should educate the membership on the branches of the K-Family, provide contact information, and suggest joint projects that could include two or more of the branches working together.

This committee should also develop and distribute resources that help clubs recruit and retain members. This committee can also direct clubs to existing resources developed by Key Club International.

Resources developed by this committee should be posted on the website, sent out on the Instagram account, and published in Crawfish Tales articles.

**Governor's Project and Fund Raising Committee**

This committee is responsible for publicizing and encouraging clubs to participate in the Governor's Project. The committee should also suggest projects that could be planned in support of the project, stressing increasing impact by involving clubs over the entire District.

The committee should also develop ideas and resources to help clubs in fundraising. These suggestions should be grouped by number of members needed, amount of planning time needed, and or earning potential.

Resources developed by this committee should be posted on the website, sent out on the Instagram account, and published in Crawfish Tales articles.

**Technology and Communications Committee**

This committee is responsible for writing, compiling, editing and publishing informational articles in "Crawfish Tales"' the District's monthly publication. This publication should stress upcoming events in the District, publish articles developed by the committees to promote club involvement and success, and include important information from Key Club International and our International Trustee. "Crawfish Tales" must be distributed by the first of the month to be sent to the clubs with the Divisional Newsletters.

This committee will also be responsible for working with the Webmaster to develop and post resources and information on the District Website. Committee members should also work with the Webmaster to keep the website updated, attractive and easy to navigate.

The work of this committee is ongoing and requires advance planning.

**Policies and Procedures Committee**

This committee is responsible for reviewing the Board Policies and Procedures document and updating it as needed. Recommendations from this committee must be presented to the District Board of Directors and require a 2/3 vote of the Board to be placed in effect. Policies passed by the District Board of Directors must be presented to and approved by the Kiwanis District Board of Directors.

This committee should also review and propose any needed changes to the District Bylaws. Any proposed changes to the Bylaws must be presented to the District Board of Directors and require a 2/3 vote of the Board to be presented to the Key Club House of Delegates at District Convention for approval. Policies passed by the District Board of Directors and the District House of Delegates must be presented to and approved by the Kiwanis District Board of Directors.

**The Executive Committee**

This committee will consist of the District Governor, the District Secretary/Treasurer, the District Administrator, and Assistant Administrator. The District Governor will also, in consultation with the District Administrator, appoint two Lieutenant Governors to serve on the committee.

This committee will be responsible for deciding on and enforcing Board discipline, overseeing committee performance, and helping the Governor in decisions related to the performance of Board duties. The committee will be responsible for ensuring that decisions related to Board discipline are fair and equitable, and will guard against preferential treatment.

Actions of the Executive Committee will be carried out in consultation with and with the approval of the District Administrator.

Committee work is to be completed prior to Board weekends. Committee chairs need to arrange group communication and poll members for the most convenient times for the majority of the members to attend virtual meetings. Members are required to connect to the rest of the committee during the meeting time and attendance will be taken. Committee chairs will work with one of the adult committee members, who will serve as a monitor for that committee. During virtual meeting time, the committee chair will update members on progress made and reassign tasks as needed. The Governor or adult committee monitor may add comments or help streamline committee work. Using a shared document will allow everyone to contribute and make the process of committee developed resources run more smoothly.

The committees will have very little time during Board weekends to work as a group. This limited amount of time should be spent completing the committee report that is presented at each Board meeting. The report presented at the Board meeting needs to include the dates and times that the group collaborated, an overview of what the group hopes to accomplish, a copy of the resource that is being developed that shows the progress in a different color or section, and a timeline for completion. This information should be composed in standard English and a digital copy should be sent to the Executive Board prior to the meeting. The development, printing, and presentation of the committee report is the duty of the committee chair.

Each month, an article must be submitted to the editor of Crawfish Tales. This is not the same as the report presented at the Board meeting. An article informs members of the District about the focus of the committee. These informative articles should be 3-5 paragraphs in length, be written in standard English, and contain graphics, if appropriate, as well as links. The committee chair will assign these to individual members to complete at the beginning of the term of office.

**Remember:**

* Make a group message and a shared document so everyone can see resources.
* Have virtual meetings when committee work is almost due, and try to keep it the same day of each month.
* Remember your committee work is to benefit all of your clubs, so make it informative and useful, but not specific to a particular club or region.
* At each board meeting, you will be expected to be paired with your committee and be prepared with your committee work.
* Each Sunday of board meetings the chairman will be expected to present a committee report. There must be a printed copy showing progress on the resource as well as a digital copy sent to the Executive Committee.
* The articles for Crawfish Tales should be informative, useful, and well written. Each one should be 3-5 paragraphs and should not be a copy of the monthly report.

Lieutenant Governor

Duties and Deadlines

|  |  |  |
| --- | --- | --- |
| Task | Due Date | Note |
|   |   |   |
| LTG Newsletter | 15thof each month | See example in folder; Template will be available on the website;Should include PCM date and location, news about upcoming events, news and plans for Divisional Projects, Shout outs to high performing clubs, Helpful hints for club officers, and contact information for you, Governor, District Administrator and District Website Address (cc Governor, Mrs. Jean. Mr. Anthony and Secretary) |
| LTG Report | 1stof each month | Fill out Google Form sent out at the beginning of your term. |
| Submission to Crawfish Tales(Send to Bulletin Editor) | 20thof each month | Submit Committee Report, Club of the month nomination (include a short article on what the club had done well), Answer questions sent by Bulletin Editor, report on successful Divisional Projects, brag on your division.(cc Governor, Mrs. Jean. Mr. Anthony and Secretary) |
| Respond to Governor’s Report Card | Within 5 days of receipt | Acknowledge receipt of report card; if you received any grade C or below, include an explanation for deficiency and a plan for improvement(cc Governor, Mrs. Jean. Mr. Anthony and Secretary) |
| Contact Clubs | Constantly  | Stay in regular communication with your club presidentsHold monthly PCMsVisit clubs and attend their projects as often as possible, send copies of PCM Agendas to Governor, Sec/Treas, Mrs. Jean, Mr. Anthony |
| Respond to emails | Within 24 hours of receipt | Acknowledge receipt of email. If the email requests action, do so, or provide an expected time of completion. |
| **Committee Meetings**  |  Monthly - Time determined by Chairman |  Committee meetings may be held by skype, group calls, or other “face to face” electronic means. All committee members are expected to participate.  |