

# Welcome to your vital role as Second 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

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

The Second Vice District Governor **critical** and important specific responsibilities are as follows:

- **Serve as an ex officio officer on the Dakota Lions Sight and Health Board.**
- **Attend 1 MD5 training session.**
- **Complete all assigned LCI online training.**
- **Conduct up to 8 club visitations as the representative of the district governor as assigned by the district governor. Club visitation forms should be filled out within 2 weeks of the club visit and reported to the DG. 5NW reimbursement form should be submitted within 2 weeks of any club visitation (mileage and expenses incurred during the club visit) for approval by the DG who will submit the form to the 5NW treasurer.**
- Familiarize himself/herself with the health and status of the clubs in the district and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- **Assist the district governor and first vice district governor in planning and conducting the annual district convention (5NW hosts in odd numbered years).**
- **Participate in cabinet meetings** and conduct meetings in the absence of the district governor, and the first vice district governor and participate in council meetings as appropriate.
- **Assist the district governor, first vice district governor, and the cabinet in planning the next year, including the district budget.**
- **Prepare the next 2VDG**
- Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for leadership development and membership growth.
- Work with the District LCIF Coordinator to achieve the goals of the year through club visit distribution of LCIF information and materials to increase understanding and support of LCIF.
- Work with the District Information Technology Committee to develop and promote the use of the association's web sites.
- Perform other administrative duties assigned by the district governor
- Perform such other functions and acts required by the International Board of Directors.
- At the request of the district governor, supervise other district committees.
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting first vice district governor until the vacancies are filled according to association and district by-laws and rules of procedure adopted by the International Board of Directors

## **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](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](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](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](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 [elarning@lionsclubs.org](mailto:elarning@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

- **Become a Certified Guiding Lion or complete an online leadership development course**
- **Submit letter of intent to run for First Vice District Governor**
- **Club visits**
- **Attend District Cabinet Zoom Meeting**

October

- Review Club Health Assessment (YTD available on the District 5NW webpage)
- **Attend GLTC Zone/Region Chair training**
- **Attend District Strategic Planning meeting**
- **Attend State Lions Convention**
- **Club visits**
- **Attend District Cabinet Zoom Meeting**

November

- **Attend SVDG Virtual Seminars**
- **Club visits**
- **Attend District Cabinet Zoom Meeting**

December

- Review Club Health Assessment (YTD available on the District 5NW webpage)
- **Club visits**
- **Attend District Cabinet Zoom Meeting**

January

- **Club visits**
- **Meet with DGE and FVDGE to plan club visits for next year**
- **Attend District Cabinet Zoom Meeting**

February

- Become a Certified Guiding Lion or complete an online leadership development course if not completed in September
- **Club visits**
- **Attend District Cabinet Zoom Meeting**

March

- Review Club Health Assessment (YTD available on the District 5NW webpage)
- **Club visits**
- **Attend District Cabinet Zoom Meeting**

April

- **Attend District 5NW Spring Rally**
- **Club visits**
- **Attend District Cabinet Zoom Meeting**

May

- **Club visits**
- **Attend District Cabinet Meeting**

June

- **Attend district review / audit / budget meeting.**
- **Prepare next 2VDG**
- **Club visits**
- **Attend District Cabinet Zoom Meeting**