

FUNCTIONS & DUTIES OF A LIEUTENANT GOVERNOR

1. Maintain close, personal contact with the Presidents & Secretary/Treasurers of each club.
2. Conduct an Club Planning Conference and complete and follow up the Honor Club Tracking form
3. Conduct a Club visitation of each Club between April 1st & July 1st
4. Visit Clubs as needed to both supply counsel & to encourage greater community service
5. Give advice on administrative procedures to any Club as needed
6. Remind & encourage Clubs to file all paperwork on time
7. Advise & encourage all Clubs on how to achieve District & International recognition
8. Inform, remind & encourage all Clubs to attend Zone, District & International functions
9. Support & maintain close contact with all sponsors and officers of new clubs
10. Plan, schedule and conduct all Zone Meetings (4 per year)
11. Aid new Clubs with Community Service projects, membership building & administrative procedures
12. Work closely with both International & District Club Fitness etc to help any struggling Clubs
13. Submit all reports on time
14. Plan Zone Oratorical Contest, Junior Golf and any other Zone specific competition (e.i. Zone Spelling Bee). Assign to 1 club at your Zone organizational meeting
15. Serve as a valued member of the District Board of Directors by attending all Board Meetings as required

DON'T BE AFRAID TO CALL YOUR GOVERNOR AND/OR CHECK THE OI WEBSITE (www.optimist.org) FOR INFORMATION