

A YEAR IN THE LIFE OF A LIEUTENANT GOVERNOR

We hope that the following TIMELINE will help you organize and run your year to make it as successful and STRESS FREE as possible. You might use these ideas as printed as a possible check list that you can mark off as commenced/completed.

MONTH

ACTIVITY/EVENT

September

Presidents meeting: call all your presidents and ask them to attend an Organizational meeting. The purpose of the meeting is to establish the 4 Zone meetings, as to time/place/who is hosting each one. You might also discuss other Zone events such as the Oratorical Contest, Spelling Bee, Junior Golf etc. as to interest and who will be the host of each. You might also discuss any other Zone functions and activities that your Zone traditionally runs. Explain to them what you see as your role in the zone and how they can best use you to better their own clubs and make their year as President a little easier.

COMPLETED: _____

Club Planning Conference: The Honor Club Tracking form is found on the International Website as a pdf writable format. You are required to complete one of these forms for each of your clubs. It is very straight forward and only takes 15 minutes to accomplish. Set up a time and place to meet with each of your Clubs' executives to go over this form with them. It is a means of helping them set their goals and objectives for the year and for you to get a better understanding of how each Club runs. It must be completed by the 1st Quarter Board and should be done at a Club meeting.

COMPLETED: _____

October

Installation of the new executives should be done at their first major meeting of the new Optimist year. The proper procedure for this activity is also online and in your training binder. Arrange the time and place that is best for each Club with each President, but it should be done before the end of the month.

COMPLETED: _____

The first Zone meeting should be held this month (at the latest before your 1st Quarterly Conference). Encourage the Presidents to get their membership to come out and be apart of the fun and education. Please be sure to inform your Governor where and when this will take place. He would like to be in attendance and therefore be more approachable and visible to the general membership of your Zone. Be sure to fill in and file the Zone Meeting Report that is due after the meeting is held. Don't forget to start looking at the members in your Zone and who will make a great LT to replace you next year.

COMPLETED: _____

The first District Conference is to be held this month or next. Again, encourage your membership to attend. There will be training sessions, important information shared and a whole lot of fun at the Conference. Be sure that each of your Presidents knows the time and place of the Conference and has a good idea of the agenda. This information could best be shared with the Zone at the Zone Meeting.

COMPLETED: _____

November

Get out to one or two of your Clubs for a "Social Visit". This is not only a time for you to have fun but to see how the Club(s) is/are progressing and interacting.

Are your clubs involved in the Essay Contest? Are they planning some type of Youth Appreciation Activity? These are the two traditional projects that are usually conducted in November. Encourage their participation in these and other "kids" oriented activities. After all, we are the "Friend of Youth"!

December

Happy Holidays! Again, here is a great opportunity to get out and socialize. Please be careful though! Those Christmas meals could mean a whole new wardrobe will be needed in the New Year.

January

The Second Zone meeting is to be held (prior to your 2nd Quarterly Conference). Be sure that the governor knows the time and place. Do your Clubs know about the 2nd Quarterly Conference that will be held shortly? Again, be sure to fill in and file the appropriate report after the completion of the meeting. Have you talked to some of your Zone's members about taking on the LT position next year? There are only a couple more months before the LT elections. You should be starting to plant some seeds.

COMPLETED: _____

Follow up with Clubs to see how they're coming along with their Honor Club Tracking.

COMPLETED: _____

Why not get out and visit any of the clubs you didn't see in November and December? Worry about fitting into that new wardrobe in the summer.

February

The 2nd Quarterly Conference will likely be held this month. Are your Clubs attending? Do they know what is on tap for this Conference? Hopefully you shared this information with them at the Zone Meeting.

COMPLETED: _____

Are you holding a Zone Oratorical Contest? It should be completed this month. Are you holding a Zone Spelling Bee? It too, should be

completed this month or next. The appropriate District Chair should be advised of your winners who will be advancing to the district level of these competitions.

COMPLETED: _____

March

Contact your Presidents and arrange a time to visit each Club to complete the Club Visitation form. This is basically a mid-year assessment of how well each Club is fulfilling its goals and objectives outlined in October in the ACPC. This should be accomplished by early May.

COMPLETED: _____

April

Clubs must complete and report on the election of officers for next year. Be sure to remind them to get this done. It's DUE MAY 20!

COMPLETED: _____

The third Zone meeting should likely be held this month. Be sure that the Governor knows the time and place. Lt Elections for next year will be held at this Zone Meeting. Again, be sure to fill in the appropriate report after the completion of the meeting. Do your Clubs know about the 3rd Quarterly Conference that will be held shortly? Oratorical contest will be held at this meeting.

COMPLETED: _____

Follow up with Clubs to see how they're coming along with their Honor Club Tracking.

COMPLETED: _____

May

Finish any Visitation Reports that still need to be completed. Check with your Club Presidents to ensure that the **Club Office Elect Reports have been completed and submitted – DUE MAY 20th!**

COMPLETED: _____

June

The 4th Zone meeting is to be held prior to your District Convention. Be sure that the Governor knows the time and place. Do your Clubs know about the International Convention that will be held in July? Do your Clubs know about the District Convention that will be held in the summer? Again, be sure to fill in and file the appropriate report after the completion of the meeting.

COMPLETED: _____

July

Attend the International Convention. Please remind your President Elects, Secretary/Treasurer Designates and all club members to attend.

Follow up with Clubs to see how they're coming along with their Honor Club Tracking.

COMPLETED: _____

August Attend the District Convention. Please remind your President Elects, Secretary/Treasurer Designates and all club members to attend.

September One more month to complete your year and make the Zone and the District a success. Ensure all is well and help your replacement start his/her year off in good shape.

Remember to file your Honor Club Tracking reports by the end of the year.

COMPLETED: _____