

# Lieutenant Governors- Elect Conference



Revised March 2017

**Introduction**

Next to the Governor, the Lieutenant Governors are the “backbone” of the District. They are part of the District administration. Active, effective and energetic Lieutenant Governors make a successful District.

**MEETING OBJECTIVE:** (sample) To prepare the Lieutenant Governors-Elect for assuming the office of Lieutenant Governor with knowledge, confidence and enthusiasm.

**LEARNING OUTCOMES:** Lieutenant Governors will acquire techniques to help Club leaders be more effective. Lieutenant Governors will acquire the ability to make their Clubs succeed and their Zones grow.

**DATE:** The Lieutenant Governors-Elect training is generally conducted at a “retreat” several weeks before the District Convention. The Optimist International Recognition Program and the goals workshop can be done at your District Convention. Your Lieutenant Governor training date:

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**LOCATION:**

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**DURATION:** Eight hours of meeting time minimum.

**COORDINATOR:** Governor-Elect is responsible for training with assistance from the Leadership Development Committee.

**FACULTY:** Governor-Elect and qualified District leaders. Also utilize the expertise of the Optimist International President’s Representative at your Convention. In addition to the Recognition Program, find out what they prefer to teach at your Lieutenant Governors-Elect conference.

**MATERIALS:** This **Faculty Guide**, the Participant’s Workbook, *Recognition Handbook*, flip chart and markers, agenda and handouts. NOTE: These books are available on-line at [www.optimistleaders.org](http://www.optimistleaders.org) Determine if the International President’s Representative needs audio visual equipment to present the Optimist Recognition Program.

**SEATING:** Roundtables are suggested for use with this agenda because it incorporates much discussion.

**AGENDA:** Use the following agenda. Fill in the starting times and the names of the presenters. One month in advance, send a copy of this agenda to all presenters along with a photocopy of their topic outline as contained in this section.

## Suggested Agenda for Lieutenant Governors-Elect

TIME	MIN	SUBJECT	PRESENTER
	30	Faculty Meeting	
	60	Registration & Greeting	
	10	Welcome, Introductions & Objectives	
	10	Governor-Elect's Address	Governor-Elect
	20	Team Building Exercise	
	60	Function of the Lieutenant Governor <ul style="list-style-type: none"> <li>• <b>Zone Meetings</b></li> <li>• <b>Visiting Your Clubs</b></li> <li>• <b>Installing Club Officers and Board Members</b></li> <li>• <b>Inducting New Members</b></li> </ul>	
	20	Round Table Discussion	
	15	Break	
	<b>20</b>	<b>Reports:</b> <ul style="list-style-type: none"> <li>• <b>Honor Club Tracking Form</b></li> <li>• <b>Zone Meeting Reports</b></li> <li>• <b>Club Visitation Reports</b></li> <li>• <b>Annual Club Review</b></li> </ul>	
	20	Roundtable discussion	
	15	New Club Building Growth	
	20	Roundtable discussion	
	15	Break	
	20	Optimist International Recognition	OI Representative
	15	District Recognition Program	Governor-Elect
	20	Goal Setting Workshop	
	15	Resources	
	15	Goal Setting	

	10	Questions & Answers	
	15	Governor-Elect/President's Rep Closing Remarks	

**Each item on this agenda is explained in the following paragraphs**

## Governor-Elect Address (10 minutes)

### Faculty Meeting (30 minutes)

This is to review the conference and build on the impact you expect to make.

- .. Discuss meeting objective(s)
- .. Discuss how to make attendees feel important and valued such as greeting them
- .. Review Agenda: stick to topic and stay on time
- .. Cover a few principles of leading a roundtable; see “introduction”

### Registration Area (1 hour)

This is a greeting area where attendees can get name badges, information about the conference and handouts. This may also be a good place for coffee and soft-drink breaks.

Also, in the common area someone could be taking photos of the Lieutenant Governors-Elect. Photos can be used in newsletters, directories and news releases and even to create a District placemat with the Executive Committee’s pictures. This common area is also a good place to have your next year’s key committee Chairs available for discussion, questions and information distribution.

### Welcome, Introductions and Objectives (10 minutes)

The Governor-Elect, host or other person coordinating the conference may open the meeting. This introduction may include:

- .. Welcome to attendees
- .. Invocation by \_\_\_\_\_
- .. Pledge to flag and/or Toast to country(ies) in attendance  
\_\_\_\_\_
- .. Objective of the conference
- .. Housekeeping announcements
- .. Introduction of faculty
- .. Introduction of Governor-Elect

### Team Building Exercise (20 minutes)

List the names of your fellow Lieutenant Governors-Elect that you will be working with in the coming year.

### Building a Relationship with Your Team

*Why do you need to build relationships in your Zone?*

*List things you can do to build strong relationships with your Presidents, Secretaries, Treasurers and Members:*

*How does your Zone benefit?*

*How do you benefit?*

## Challenges Related to Team Building

*How will you, as Lieutenant Governor, react if a President fails to live up to your expectations?*

*You call a Club President to discuss his/her goals and setting up the Honor Club Tracking Form meeting. He says "the Board Members don't have time to meet and he is happy with his Club as it is and he doesn't need any outside help." What is my response?*

*How will I deal with volunteers such as Club Presidents who have negative attitudes?*

## The Function of the Lieutenant Governor (20 minutes)

The Lieutenant Governor is an **administrative arm of the District**. Your job is to help Clubs succeed by facilitating communication between District and Club leadership and to be a resource to Clubs.

You are an officer of Optimist International and should conduct yourself accordingly.

Lieutenant Governor **resources** are the District Governor, District Committees, the Optimist International staff, Optimist websites and the information they send by mail/email. In addition:

- Take a few minutes to see what information can be found on the websites.
- *Recognition Information* - important goal oriented recognition that promotes success by Clubs and Districts.
- *Optimist International and Club Bylaws* - a description of the administrative structure and function.
- Other materials on membership, new club building, programs, JOOI Clubs, service projects, fund raising and more.

## Zone Meetings (20 minutes)

Zone meetings are conducted at least quarterly throughout the year. Generally the President and Secretary-Treasurer of each Club are invited. However, you may design the agenda and invite other volunteers you think would benefit. It is a good idea to conduct meetings three to four weeks before District conferences.

Ask them to come up with innovative ideas to meet the needs of their Zone. For example, presenting the Membership in the Zone with growth needs by holding a Zone NOW meeting.

The **purpose** of the Zone meeting is to promote organizational goals, build camaraderie and share ideas among Club leaders.

Before you begin, write an **objective** for the Zone meeting. What do you want to accomplish? Samples include: to empower my Club leaders with the information and desire to grow, or to get Club leaders interested in building a new Optimist Club.

Also consider inviting a specific District Committee Chair to your Zone meeting to give a presentation or assist you with a promotion.

**During the Zone meeting** make leaders feel welcome and valued. Recognize the accomplishments of others. Be friendly, supportive and optimistic!

Keep in mind Zones are not legal entities of themselves but an arm of the District.

After the Zone meeting **send in the Zone Meeting Report**. This is an important function as a liaison between you and your Governor.

Sample **Zone meeting agendas** are included as an attachment in the Workbook. Review the sample agenda. Think about what your first Zone meeting agenda will look like.

Roundtable Discussion on Zone Meeting Topics for each quarter, possible presenters, important things to cover each quarter.  
**(20 minutes)**

## Visiting Your Clubs

**The Lieutenant Governor is expected to visit each Club in the Zone a minimum of two times over the course of the year. There are essential reports that these two visits require be filled out and returned to the District Governor, District Secretary Treasurer and other officers of the District. Visiting your Clubs does not need to be limited to just those two business orientated visits though. You should visit your Clubs as often as necessary to help them and you accomplish your goals.**

*Why is the Lieutenant Governor required to visit the Clubs?*

## Installing Club Officers (15 minutes)

A function of the incoming Lieutenant Governor is to install incoming Club officers of the Zone. Someone else may do this if the Lieutenant Governor is not available. The Lieutenant Governor has an opportunity to make this first impression on a Club. The Lieutenant Governor should call the incoming President to set up the new officer installation. Installations should be done in front of the whole Club, spouses and partners are often invited to the special meeting. Protocol dictates that the Club pays for the Lieutenant Governor's meal but do not insist if it is not offered. The purpose of the ceremony is to get commitment from incoming officers toward the Club's success.

*What can you do to make the "Club Officer Installation" a special or significant ceremony?*

*Outline an opening speech for Club's Installation of Officers.*

## Inducting New Members

A function of the Lieutenant Governor is to induct new members into their Zone's Clubs. Make sure your Club President's are aware of this opportunity. Encourage them to invite you out to a meeting to induct their new members in a special ceremony. You are an official representative of the District and this should be an event in the new Member's life that should be looked back upon fondly.

## Reports to Submit (20 minutes)

Briefly review other reports you will submit, what they represent and the dates they are due. These include Honor Club Tracking Form (November 15), **Zone Meeting Reports** (quarterly), **Club Visitation Reports** (mid year) and **Annual Club Reviews** (end of year).

The Lieutenant Governor's role is to assist Clubs in sending in proper reports on time with accurate Club names and numbers (include new club building reports).

The Honor Club Tracking Form is used as a tool to help a Club plan the upcoming year and as a way to stay on track to meet the Honor Club requirements. It should be completed ~~is~~ at a meeting between the incoming Lieutenant Governor and the incoming Club Board of Directors. The purpose is to review where the Club is now and what it hopes to accomplish in the coming year.

This conference is arranged with the Club President in advance and should be conducted prior to October 1<sup>st</sup>. The conference is designed so the form itself will act as a discussion guide.

- .. Use the District name, Zone number, official Club name and Club number on all correspondence. The Board Members should also know this information.
- .. By asking the questions on the form, it should become evident what the Club needs to do to get ready for the coming year.
- .. The names of the Club Chairs represent the volunteers who will make the Club work effectively.
- .. Setting goals is a section you might want to discuss with the President in advance. The role of the Lieutenant Governor is to listen and encourage.
- .. Discussing the items on the form requires the Lieutenant Governor to use experience, common sense, supportive encouragement, resources and a sense of optimism to empower the Club to operate effectively.

Finally, **send in the** form with appropriate signatures.

**Name other reports required from the Lieutenant Governor over the course of the year:**

## Roundtable Discussion on Honor Club Planning (20 minutes)

*What is the purpose of the Honor Club Planning and Tracking form?*

*Who should attend the Honor Club Tracking Form meeting?*

*How can you guide Clubs in their Goal selection and planning?  
How can you help them track their progress?*

## New Club Building (15 minutes) (Reference New Club Building Handbook)

The Lieutenant Governor is the primary person who can inspire the building of a new Optimist Club in his/her Zone. It takes only two people to get this project started - the Lieutenant Governor and an interested Club President or Members.

What does building a new Club mean to further the cause of the Optimist Organization? Why should we build new Optimist Clubs?

Review the material in the *New Club Building Handbook*. Consider your role in the formation of a new Club.

- .. Getting started
- .. Planning the project
- .. Building the Club
- .. The Organizational Meeting
- .. The Follow-Up Program

## Roundtable Discussion of New Club Building (20 minutes)

## Optimist International Recognition (20 minutes)

Review the *Recognition Program* for the coming year. This program is designed to recognize people who achieve goals, which result in a better Optimist Club and service to youth and community.

- .. Recognition represents a proven “road map” toward success
- .. Setting additional personal goals are also encouraged
- .. The real value of recognition is the time and effort put forward
- .. Personal integrity in meeting requirements is assumed

Review the award for the **Distinguished Lieutenant Governor** as explained in the *Recognition Program*.

Review the awards available to Clubs such as the Honor Club and Distinguished President recognition to encourage the Clubs.

Review the requirements for the “**Bringing Out the Best**” Club recognition.

Review the **Presidential Incentives** as they change each year.

## District Awards Program (15 minutes)

Districts can develop their own recognition programs. These would normally be established by your Governor. Ensure you attend your District training classes and have your Presidents, Secretaries and Treasurers do the same with their respective training sessions. Everyone will collectively do better at achieving their goals and serving their youth and communities by being educated fully on the potential that’s available to them.

## Resources (15 minutes)

Review the resources at [Optimistleaders.org](http://Optimistleaders.org)

Lieutenant Governor **resources** are the District Governor, District Committees and the Optimist International staff. As well as the Optimist websites and the information Optimist International sends out via mail/email. In addition:

- .. Take a few minutes to see what information can be found on the websites: [www.optimist.org](http://www.optimist.org) and [www.optimistleaders.org](http://www.optimistleaders.org).
- .. *Recognition Information* - important goal oriented recognition that promotes success by Clubs and Districts.
- .. *Optimist International and Club Bylaws* - a description of the administrative structure and function.
- .. Other materials on membership, new club building, programs, JOI Clubs, service projects, fund raising and more.

## Questions and Answers

### Goals Workshop (20 minutes)

Setting goals is important for personal accomplishment. Our Recognition Program does reflect worthwhile goals. Achievement reflects positively on the job the Lieutenant Governor will do.

At this point writing down goals is a starting point for determining a direction for a person's year as Lieutenant Governor. The ideal is that these goals are personal for the individual making them. They may stay private with a sense of sincerity or they may be announced to others in the spirit of inter-Zone challenges.

### Goals

*How many new Clubs will be added to my Zone? \_\_\_\_\_*

*Where?*

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*Who will help me?*

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*How many members are in my Zone now? \_\_\_\_\_*

*How many will be added next year? \_\_\_\_\_*

*How many might I lose to attrition? \_\_\_\_\_*

*What will be the net gain? \_\_\_\_\_*

*How many Honor Clubs will I have next year? \_\_\_\_\_*

*What would I like to accomplish in my Zone next year?*

*How can I get members of my Clubs to adopt and work for the goals of my District and of Optimist International?*