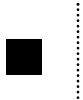


# Lieutenant Governors-Elect Workbook



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# **LIEUTENANT GOVERNORS-ELECT CONFERENCE**

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## Governor-Elect Address

## Team Building Exercise

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

## The Function of the Lieutenant Governor

The Lieutenant Governor is an **administrative arm of the District**. Although your Zone should not conduct service projects as a Zone, the job you will do administratively will result in many more youth being served. Your ability to do the job will **result in a successful Zone!**

*List functions of Lieutenant Governor:*

Lieutenant Governor **resources** are the District Governor, District Committees, the Optimist International staff and the information they send by mail. In addition (most are found on the website):

- ◆ *District Leaders' Answer Book* – take a few minutes to see what information can be found in this key reference source.
- ◆ *Recognition Requirements* – important goal oriented recognition that promotes success by Clubs and Districts.
- ◆ *Optimist International and Club Constitution and Bylaws* – a description of the administrative structure and function
- ◆ *Club President's Answer Book* – good reference for answering Club questions
- ◆ Other materials on Membership, New Club Building, Programs, Youth Clubs, Service Projects, Fund Raising and more.



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

*How can I make friends and gain the trust of my Presidents and Secretary-Treasurers?*

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

## **Annual Club Planning Conference (ACPC)** **(see ACPC form)**

The Annual Club Planning Conference is 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.

### *Benefits of an ACPC?*

Read the opening paragraph of the “ACPC Report.” This conference is arranged with the Club President in advance and should be conducted in September or October. The conference is designed so that 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 that 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. This is a requirement for the “Distinguished” Lieutenant Governor award.

## Roundtable Discussion on Planning

*I call a Club President to discuss his/her goals and setting up an ACPC. He says “the Board members don’t have time to meet and he is happy with his/her Club as it is and he/she doesn’t need any outside help.” What is my response?*

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

## Other Reports to submit

Briefly review other reports that you will submit, what they represent and the dates they are due. Refer to the report schedule under the Distinguished Lieutenant Governor section of the *Recognition Handbook* or the *Club President’s Answer Book*. These include **Annual Club Planning Conference Report** (Nov. 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 (including New Club Building reports).

## Zone Meetings

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

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. It is a good idea to conduct meetings three to four weeks before District conferences.

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.”

*My first quarter Zone meeting objective:*

Sample **Zone meeting agendas** may be found in the *District Leaders’ Answer Book*. Review the sample agenda. Think about what your first Zone meeting agenda will look like.

Consider this “successes and challenges” exercise at Zone meetings: Each Club representative has one minute to share a recent project, accomplishment or “success.” This can build pride in the work that is done. Next, each Club representative can share one “challenge” that faces him or her in the near future. This can be a positive, problem-solving and supportive way to help Clubs with possible solutions to difficult situations. Keep close control of time and do not let discussions ramble.

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 that Zones are not legal entities of themselves but an arm of the District. As such they should not conduct Zone projects. However, two or more Clubs have the incorporation and insurance to conduct “joint” projects if desired.

After the Zone meeting **send in the “Zone Meeting Report.”** This is a requirement for Distinguished Lieutenant Governor and an important function as a liaison between you and your Governor.

## Communications Workshop

*Ways to communicate with my leaders:*

*What opportunities will I have to talk with Club leaders in a one-on-one setting? What would I discuss?*

*Should I make monthly phone calls to my Presidents?  
What would I say?*

*If I get an opportunity to address Club members at their Club meeting, what would I say to them?*

## Optimism and Attitude

Attitude equals altitude. If a person points upward (attitude) they will soar to a high altitude of success. With these concepts in mind move into the “problem solving workshop.”

## Problem Solving Workshop

*I learn that one of the Clubs in my Zone has not been meeting for the last few months. What would I do?*

*One of my Club Presidents has no desire to be an "Honor Club." He says that he doesn't care about "points" and just wants to serve the community. How would I respond?*

*A President complains to me that they only have 25 members but keep getting billed dues for 27 members from Optimist International headquarters. Their roster does not agree with headquarters. How would I handle this situation?*

## Membership Growth

*Why Grow?*

Each member also receives financial "**member benefits**" of group discounts. Contact the International Offices for details.

Growth of members means more service to the community and young people.

Briefly review the five concepts of Club growth which include:

- ◆ Participation
- ◆ Recruitment
- ◆ Enrollment/Induction/Orientation
- ◆ Maintenance and Retention
- ◆ Attendance

## Roundtable Discussion on Membership Growth

*What can the Lieutenant Governor do to effect growth in his/her Zone?*



## New Club Building

### Reference New Club Building Handbook

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

*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

*How can I, as Lieutenant Governor, get Club leaders to attend New Club Building seminars?*

*How can I, as Lieutenant Governor, create an interest in new Club building for volunteers in my Zone?*

# Lieutenant Governors-Elect

*How does someone get started in a new Club building project? What resources are available to assist in building?*

*Where might I build a new Club in my Zone?*

## Goals Workshop

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 interZone challenges.

## Goals

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

\_\_\_\_\_

*Where?*

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

*Who will help me?*

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

*How many new members are in my Zone now?*

\_\_\_\_\_

*How many will be added next year?*

\_\_\_\_\_

*How many might I loose 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?*



## Installing Club Officers

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 I do to make the "Club officer installation" a special or significant ceremony?*

*Outline of my speech to a Club's members:*

## Getting Club Officers to Attend

Education can empower not only you but also your Club leaders, to do a good job. You should try very hard to get your Club leaders to attend the District Convention or regional quarterly training sessions as well as District (or Regional) quarterly conferences. This is to your benefit because it will make your job of educating and explaining much easier. For every President who does not attend their training you will personally have to sit down with them and teach them the *Club President's Answer Book* and *Recognition Handbook* material.

*What can I do to get incoming Presidents to attend their Convention training?*

## Optimist International Recognition

Review the *Recognition Requirements* for the coming year. The Optimist Recognition 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 recognition for the “**Distinguished**” **Lieutenant Governor** as explained in the *Recognition Requirements*.

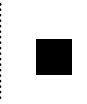
Review the awards available to Clubs such as the “Honor Club” and “Distinguished President” awards so they can be encouraged for the Clubs.

The “**One Member Recruitment**” lapel pin recognizes an individual member who sponsors one new member into our organization.

## District Recognition Program

The District “Achievement and Awards” program represents friendly competition between Clubs and Zones in the District. Points are given to Clubs based on a wide variety of activities that a Club does. Evaluation and competition is usually done quarterly throughout the year.

## Other District Recognition:



**Questions and Answers**



# Annual Club Planning Conference Report

The Lieutenant Governor is to conduct an Annual Club Planning Conference for each Club in the Zone and file a report within 30 days after each conference. Completion is required on or before November 15. The ACPC is a workshop meeting with the Club's Board. It may be held at a regularly scheduled or a called Board meeting. The ACPC is the required visitation for the first part of the year. See the *District Leaders' Answer Book* for complete information on conducting this conference.

Photocopy and distribute to those listed below.

# _____	# _____	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
District _____	Zone _____	Club Number _____					
Complete Club name _____							
President's Name _____	(_____) _____	Res. Phone _____					
Secretary-Treasurer's Name _____	(_____) _____	Res. Phone _____					
Lt. Gov's Name _____	(_____) _____	Res. Phone _____					

## THE QUESTIONS ON THIS FORM ARE TO BE USED AS DISCUSSION GUIDES TO AID THE LT GOV AND BOARD MEMBERS TO IMPROVE UPON THE ADMINISTRATION AND SERVICES OF THE CLUB

Number of members? _____	Club incorporation No. _____
Day & time of meetings? _____	Frequency of Club bulletin _____
Annual Dues? _____	Are Club Bylaws available? _____
New Member Initiation Fee? _____	When were Club policies last updated? _____
Has budget been approved? _____	US Clubs-When will IRS form 990 be filed? _____

### Club Chair Names

Community Service _____	Fellowship _____
Director of Personal Growth _____	Finance _____
Youth Activities _____	Foundation Rep (CFR) _____
Publicity _____	Programs _____
New Club _____	Membership _____
Youth Clubs _____	Other _____

Does the Club participate in the Personal Growth and Involvement Program? \_\_\_\_\_

What Goals have been set by the Club for the year?

Net gain in membership _____	Friend of Youth Award _____
Sponsorship of new Club(s) _____	Community Service Involvement Award _____
Honor Club _____	Partner in Education Award _____
Distinguished President _____	No. of C.P.A. Entries (Honor Club requirement) _____
Sponsorship of Jr. Optimist/Octagon/Alpha Club _____	

Do you plan to present some of the 'Skills Development Modules' at Club Meetings? (examples: Creative Problem Solving, Effective Time Management, Choosing Optimism as a Philosophy of Life, Public Speaking, etc.) \_\_\_\_\_

Who will represent Club at District meetings? \_\_\_\_\_

Does Club provide financial assistance to officers who attend District & Optimist International meetings? \_\_\_\_\_

What community/youth-serving projects are planned for the year? \_\_\_\_\_

What fund-raising projects are planned for the year? \_\_\_\_\_

What amount does the Club plan to raise from fund-raising projects? \$ \_\_\_\_\_

Does your Club plan to contribute to the Optimist International Foundation? \_\_\_\_\_

Date of conference \_\_\_\_\_ Length of conference \_\_\_\_\_ hr \_\_\_\_\_ min Number of members attending \_\_\_\_\_

Signature of District officer \_\_\_\_\_

Title \_\_\_\_\_ Bus Phone (\_\_\_\_\_) \_\_\_\_\_

Signature of Club officer \_\_\_\_\_

Title \_\_\_\_\_ Bus Phone (\_\_\_\_\_) \_\_\_\_\_

<p><b>Distribution</b></p> <p>District Secretary - Treasurer Governor Lieutenant Governor Club File</p>
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# ZONE MEETING REPORT

Quarter 1 2 3 4 (circle one)

Complete and file this report immediately after each Zone meeting.  
Distribute as indicated below.  
**Please type or print.**  
Photocopy and distribute to those listed below.

Meeting Location: \_\_\_\_\_ District Name \_\_\_\_\_ No. \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time of Meeting \_\_\_\_\_  a.m.  p.m. Zone Number \_\_\_\_\_

Length of Meeting (hours) \_\_\_\_\_ Was Meal Served?  yes  no Date Filed \_\_\_\_\_

Was this Zone meeting held in lieu of the second quarter District Board Meeting?  yes  no

Signature \_\_\_\_\_ Lt. Gov. \_\_\_\_\_

List name of each Club in Zone; indicate attendance of President, Secretary-Treasurer and number of other members in attendance.

NAME OF CLUB	PRES.	S-T	MEMBERS	NAME OF CLUB	PRES.	S-T	MEMBERS
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

### SUGGESTED TOPICS FOR DISCUSSION

- Future District and International Meetings
- Club recognition (criteria, deadlines, etc.)
- Club Administration (bulletin, fellowship, Committees, members recognition, budget, Board meetings, etc.)
- Membership Recruitment
- New Club Building
- Community and Youth-Serving Projects
- Fund-Raising Projects
- Idea Exchange
- District and International Services

Please provide information from the meeting which will be helpful to the District Governor, Secretary-Treasurer or Club Services Chairman.

Next Scheduled Zone Meeting Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

For Distinguished Lt. gov. status four Zone meetings (one each quarter) must be held. A Zone Meeting Report must be filed with the District Secretary-Treasurer within 30 days after each meeting. Credit will not be given for Zone meetings held in conjunction with Zone Oratorical Contests, District Board or Convention meetings.

**Additional pages may be attached if needed.**

**Distribution**

District Secy. Treas.    Governor    Lieutenant Governor



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