

LT. GOVERNOR

Serving as a direct link between Optimist International and Clubs within your zone can sound intimidating. It's not. In fact, look forward to a fun year of meeting fellow Optimists who live in nearby areas and doing what you came on board to do: helping people.

As Lt. Governor, you'll serve on the District Executive Committee, conduct zone meetings and a Zone Oratorical Contest, visit Clubs and handle installation of officers, promote adding members and building new clubs, and, yes, complete reports. These reports are spread throughout the year and are vital for the health of Clubs within your Zone. You'll be amazed at how easily they can be done – and all while you are working with Optimists.

	Learn about your resources	<p>Become familiar with:</p> <ul style="list-style-type: none"> • Website information at “optimist.org”, “optimistleaders.org” and “optimistmail.org” (links) • Your role and duties (link) • New Club and JOOI Club building • Membership recruitment and retention • District budget • Optimist International Constitution & Bylaws (link) • Optimist International Policies (link) • District Leaders' Answer book (link) • Installation and new member induction ceremonies • Recognition Handbook (link) • District Policies • Life Membership • Club President's Answer Book (link) • Annual Club Planning Conferences (link)
April / May	Register for Optimist International Convention	<p>You will receive considerable training at the International Convention – and your District may provide a subsidy to help defray some of your expenses. Early bird registration rates end April 15. (link to site)</p> <p>Contact your Officer-elects and encourage their attendance at the International Convention.</p>
July	Attend International Convention	Attend all special Lt. Governor-elect training at the Optimist International Convention.
	Plan your year	<p>Plan a Zone calendar for distribution. Include items such as:</p> <ul style="list-style-type: none"> • Due dates for both District and Optimist International dues

		<ul style="list-style-type: none"> • Scheduled Zone Meetings • Scheduled District Conferences • Consider an informal get-together with Zone Club Presidents and spouses <p>Consider ways to motivate and encourage Zone members and officers to grow in membership, retain members, and build new clubs.</p>
	Encourage attendance at District Convention	Encourage attendance at District Convention by Club officers.
July / August	Attend Lt. Governor-elect Training	<p>You've looked through your resources and are ready for training. Your Governor-elect and Leadership Development Committee have planned a special training to help you be a successful Lt. Governor. During the meeting you can expect to:</p> <ul style="list-style-type: none"> • Learn about goals set by the Governor-elect and the District Committee Chairs and how you can be involved • Learn about the purpose and procedures for completing reports you are responsible for during the coming year: <ul style="list-style-type: none"> Annual Club Planning Report (link) Club Visitation Report (link) Zone Meeting Report (link) Annual Club Review (link) • Interact with fellow Lt. Governors and District Team members • Learn about reimbursement allotment and filing procedures for travel, postage, and conference/convention attendance • Tips for holding effective zone meetings
	Get Club Presidents involved	<p>Make a personal contact with Club Presidents-elect who have not yet registered for the District Convention. Stress importance of involvement in the District Conferences to have a knowledgeable and effective Club.</p> <p>Mention upcoming activities in the District and International to let the Club Officers know that you are a resource. Might include:</p> <ul style="list-style-type: none"> • Youth Appreciation Week (November) • Essay Contest (September-December) • Dates of upcoming District Conferences
August	ACPC reports	Schedule ACPC sessions with clubs (link to Lt. Governor Training section on ACPCs)

August / September	Attend District Convention	Attend. Participate. And...take this as an opportunity for teambuilding with Club Officers from your Zone.
September	Attend District and Zone functions such as Goals Day	<p>If your District Governor chooses to hold a Goals Day, be prepared to attend and state your goals for your Zone, including:</p> <ul style="list-style-type: none"> • New club building– and potential sites • Membership recruitment and retention • Clubs aspiring to Honor or Distinguished status • Personal plans for Zone: Zone newsletter? Zone social event? Zone competitions for membership or new club building? • ACPC status
	New club building	Be actively involved in building a new Club. Focus on one Club at a time.
	Review your resources	<p>Immediately after your election, you were encouraged to learn your resources (link to Learn Your Resources note). Continue to broaden your knowledge of the organization and develop your leadership abilities by reviewing:</p> <ul style="list-style-type: none"> • International Projects and Programs • Zone Bulletin • Programs and joint projects with JOOI Clubs • Official supplies • Fax-on-Demand Document Retrieval System • The International website (www.optimist.org) and the materials and information located there. • Recognition/Awards • Public Relations efforts • Club insurance and International and District dues
September / October	Conduct ACPCs – November 15 deadline	<p>ACPC: Annual Club Planning Conference (link)</p> <p>This is your opportunity to learn the hopes and aspirations of the Clubs in your Zone. For some Clubs, this document is the only planning and goal setting document they complete each year. By completing the ACPC with the Club’s Board, you are encouraging the Board to consider what they want to accomplish for the year as well as compelling the Club President to make appoint</p>

		key chair positions. Some Clubs prefer that only the Club President work with you to complete the ACPC, but involving as many Board members or Club members as possible enables more of the Club's members to take ownership of the goals and, therefore, support the goals.
	Attend Club installations	Attend Club officer installations for Clubs within your Zone. Be prepared to do the installation ceremony and/or offer motivational comments.
October	Congratulations Lt. Governor!	October 1 – a new Optimist year and YOU are Lt. Governor of your Zone. Enjoy your year!
	Conduct ACPCs –November 15 deadline (link)	
	Encourage and motivate	Contact Club Presidents each month to offer assistance and learn status of the Club. Review membership report, review Club status and growth efforts with the Club President. Use Zone Tracking Spreadsheet. (link to form)
	Conduct 1 st Zone meeting	<p>Representatives from all of your Clubs in one room – an opportunity too good to pass up! Review suggestions in Faculty Guide (link) and be prepared to effectively deliver and gather information, including:</p> <ul style="list-style-type: none"> • Progress on new club building and membership goals • Status of the Clubs • New programs and International programs (link); particularly Essay, Oratorical, and Youth Appreciation and topics/deadlines. <p>Take the opportunity to encourage and promote:</p> <ul style="list-style-type: none"> • Attendance at the next District Conference. • Inter-Club visitations and friendly competition. • Club publicity and the District's Bulletin Contest. • Childhood Cancer Campaign <p>Check progress to Honor and Distinguished Club status.</p>
	Submit Zone meeting report (link to report)	
October / November	Attend Executive Committee and 1 st Quarter District Conference	<p>Executive Committee: Be prepared to present status of your Zone and to represent your Clubs in all agenda items.</p> <p>District Conference: Attend, participate, and network with fellow Optimists. Build camaraderie</p>

		with Optimists from your Zone.
November	November 15 – ACPC Deadline (link)	
	Encourage and motivate Club Presidents	Remind Club Presidents of goals set in the ACPC and encourage them to begin early to accomplish those goals.
	Continue new Club building efforts (link)	
December	JOOI Club dues -- December 15 deadline	
	Encourage and motivate	Contact Club Presidents each month to offer assistance and learn status of the Club. Review membership report and review Club status and growth efforts with the Club President. Encourage outstanding Club Presidents to consider seeking nomination to be Lt. Governor.
January / February	Conduct 2 nd Zone meeting	Agenda items should include: <ul style="list-style-type: none"> • Evaluate progress of clubs • Review goals and plan of action identified in ACPC – especially new club building and membership growth • Promote International programs, especially OIJGC, JOOI Club sponsorship, and joint activities (link) • Announce date/time/location of Zone Oratorical Contest • International dues payment reminder • If new club has not yet been built, set goal to complete one before March 31 • Promote attendance at 2nd Quarter District Conference • Club Officer and Lt. Governor nominations -- The year isn't half over and we're talking about next year's officers? Yes. Strong Clubs, Zones, and Districts are constantly seeking leaders. • Reminders to file IRS form 990 by February 15 (US Clubs). • Check progress to Honor and Distinguished Club status.
	Submit Zone meeting report (link to report)	
	Attend Executive Committee and 2 nd Quarter District	Be prepared to report Zone strengths and weaknesses.

	Conference	
	Encourage and motivate Club Presidents	Although the Clubs are three months into the Optimist year, encourage Club Presidents to start NOW to accomplish their goals.
February	Club Nominating Committees	The Officer-Elect Reports are due to International by May 20, so what's the rush to set up a Club Nominating Committee? Identifying qualified Officer-elects takes time. Add in required posting time for the slate of officers and then the election, and you'll realize that early February is indeed the time to appoint a Club Nominating Committee. Contact your Club Presidents to remind them to set that committee in motion. Remind them that information about the responsibilities and offices is only a click away on the Optimist website. (link)
	Encourage and motivate Club Presidents	Again? Yes, frequent encouragement and motivational conversation refresh the Optimist spirit!
	Submit IRS Form 990 (U.S. Clubs) -- February 15 deadline	
March	Conduct Zone Oratorical Contest (link)	
	Intensify new Club building efforts	Is the New Club Building effort stalled? Contact the New Club Building Chair for ideas and assistance.
March / April	Conduct 3 rd Zone meeting	Agenda items should include: <ul style="list-style-type: none"> • Evaluate progress of clubs • Review goals and plan of action identified in ACPC – especially new club building and membership growth • Promote International programs (link) • Promote attendance at 3rd Quarter District Conference • Check status of Club Officer nominations • Check progress to Honor and Distinguished Club status.
	Submit Zone meeting report (link to report)	
	Encourage and motivate Club Presidents	Remind Club Presidents that election of Club Officers is in April and the Officer-Elect Report must be filed with Optimist International by May 20. Remind Club Presidents and Club

		Secretary/Treasurers that dues for Optimist International will be based on April 1 membership.
April	Conduct Club Visitations	Your 2 nd required official visit to each Club in your Zone must be completed by July 1. How are your Clubs doing? Visit, observe and report using the form. (link)
	Register for International Convention	Plan to attend the International Convention. Take the initiative to impact the future of our organization by encouraging Club members to attend the Optimist and JOOI International Convention.
April / May	Attend Executive Committee and 3 rd Quarter District Conference	Conduct Lt. Governor election for your Zone with Club representatives in attendance at the 3 rd Quarter District Conference.
May	Submit Officer-Elect Form to Optimist International -- May 20 deadline (District deadline is earlier!)	
June	Motivate and encourage Club Presidents	Watch for signs of the “summer slump” in Clubs. Promote and encourage attendance at International Convention and District Convention. Encourage joint activities with JOOI Clubs. Review progress toward Honor and Distinguished status with clubs.
	Review the quotas and goals for Distinguished Lt. Governor in the Recognition Program.	Spring into action if no new club has been built by a Club from your Zone. (link to new club building site)
July	Club Visitation Reports due.	This report should be filed for all Clubs in the Zone as of October 1. For Clubs that have been revoked or are no longer meeting, fill out the form as much as possible and in large letters write “Club not meeting” or “Club revoked” and list the date of revocation. (link to report)
	Attend International Convention.	
	Conduct 4 th Zone Meeting	Agenda items should include: <ul style="list-style-type: none"> • Update Club Presidents on actions from International Convention. • Promote attendance at District Convention by current Club officers and officers-elect. • Promote involvement in District and International fourth quarter membership

		<p>programs.</p> <ul style="list-style-type: none"> • Check progress to Honor or Distinguished Club status. • Review goals and plan of action identified in ACPC – especially new club building and membership growth • Promote International programs (link) • Promote attendance at District Convention. • Check progress to Honor and Distinguished Club status.
	Submit Zone meeting report (link to report)	
July / August	Attend District Convention (link)	
August	Annual Club Review Report	<p>Confer with all Clubs and prepare Annual Club Review Report. (link)</p> <p>This report should be filed for all Clubs in the Zone as of October 1. For Clubs that have been revoked or are no longer meeting, fill out the form as much as possible and in large letters write “Club not meeting” or “Club revoked” and list the date of revocation.</p>
	Encourage and Motivate Club Presidents	<p>Make sure all new members are reported early. All Club Roster Adjustment forms must be received in the International Office with a postmark by an official post office no later than September 30. Forms postmarked later than September 30 will be credited to the succeeding administrative year.</p> <p>Remind Clubs that Annual Club Activities Reports and Activities Awards Applications are due to the District by October 10. (link)</p> <p>Remind Clubs that Community Project Award (CPA) booklets must be submitted to CPA Chair no later than September 30. (link)</p>
September	Annual Club Review Reports	<p>Confer with all Clubs and prepare Annual Club Review Report. (link)</p> <p>This report should be filed for all Clubs in the Zone as of October 1. For Clubs that have been revoked or are no longer meeting, fill out the form as much as possible and in large letters write “Club not meeting” or “Club revoked” and list the</p>

		date of revocation.
	Community Project Award Booklets – September 30 deadline	
October	Activity Award Applications – October 10 deadline	
	Annual Club Activities Report – October 10 deadline	
	Annual Club Review Reports – October 10 deadline	
	Contact each Club President for Final Reports	

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