

Chapter 1

DISTRICT GOVERNOR TEAM

In today's rapidly changing world, individuals must blend their family demands, work commitments and volunteer work. Although the district governor's role is a complex and demanding one, he/she is able to share responsibilities with the first and second vice district governors. This district governor team concept fosters collaboration, provides continuity in district administration and better prepares the first and second vice district governors for the role of governor.

The district governor and the first and second vice district governors comprise the district governor team, working together to provide effective district leadership as the team leader. The district governor, in addition to supervising overall district operations, is responsible for developing team strategies, coaching and motivating the vice district governors, and monitoring overall performance of the team.

This collaborative team approach can not only improve district administration, but it also prepares vice district governors to be more confident and effective district governors over a two-year period. As second vice district governors, they are able to learn how the district operates, serve as the key liaison with the district GLT, become more familiar with LCI programs, and assess the needs of local clubs. Then, as first vice district governors, they assume more responsibility for growing clubs and membership, serve as the key liaison for the district GMT on special assignments, and represent the district governor at meetings and events as requested.

As the key leader in each district, the governor is extremely busy. Effectively delegating responsibilities as appropriate to the first vice district governor and second vice district governor can enhance the management and general operations of the district, while preparing the vice district governors for their future leadership roles.

The district governor team represents the association in the district and is under the general supervision of the International Board of Directors. Like all effective teams, each member of the district leadership team has been assigned specific responsibilities and tasks for which they are accountable. An overview of each of these positions is found in the pages that follow. For more detailed information, please refer to the current version of the Board Policy Manual, available on the LCI Website.

District Governor

The district governor is the chief administrative officer of the district and serves as the district governor team leader. The by-laws of the *District Constitution and By-laws* state a district governor's responsibilities are to:

- Oversee the Global Membership Team at the district level and administer and promote membership growth and new club development.

- Oversee the Global Leadership Team at the district level and administer and promote leadership development at the club and district levels.
- Promote the Lions Clubs International Foundation and all service activities of the association.
- Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- Promote harmony among the chartered Lions clubs.
- Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- Ensure that each Lions club in the district be visited by the district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

First Vice District Governor

Single and sub-districts elect a first vice district governor in accordance with the *International Constitution and By-Laws* and the district's constitution and by-laws and adopted election procedures. The second vice district governor does not automatically succeed to the office of first vice district governor, but is the only official candidate.

The first vice district governor assists the governor with membership development, the chartering of new clubs and the promotion of district events. The specific responsibilities of this officer are to:

- Further the purposes of this association;
- Perform such administrative duties assigned by the district governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;

- Conduct club visitation as the representative of the district governor when requested by the district governor;
- Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth;
- Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development;
- Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- At the request of the district governor, supervise other district committees;
- Participate in the planning of the next year including the district budget;
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Although the first vice district governor must be elected, the qualifications for the first vice district governor are similar to those for district governor, because the first vice district governor is the most likely successor to the governor.

The first vice district governor is not reimbursed by the association for travel or per diem expenses unless he or she is making annual club visits on behalf and at the request of the district governor. Reimbursement is according to the existing rules of audit. The multiple district or district constitutions may allow for other reimbursements

If a vacancy occurs in the office of district governor, the first vice district governor acts as district governor; performs the district governor's duties and has the same authority as the district governor until the vacancy is filled by the International Board of Directors for the remainder of the term. If a vacancy occurs in the office of first or second vice district governor, the vacancy will be filled in accordance with the district (single, sub- or multiple) constitution and by-laws. Minimum qualifications for the vacant office are outlined in the *Standard District Constitution and By-laws*.

Because the first vice district governor directly participates in the administration of the district, he or she better understands the roles and responsibilities of the governor. If the first vice district governor is elected governor, a smoother transition occurs from one administration to another as well as continuity in the goals and objectives of the district. A confident governor is more capable of contributing to the success of international and district programs and to the goals of the association.

Second Vice District Governor

Single and sub-districts elect a second vice district governor in accordance with *International Constitutional By-Laws*, the district's constitution and by-laws and adopted election procedures.

The second vice district governor assists the governor with membership retention and increasing the awareness among Lions about the association's various programs. The specific responsibilities of this officer are to:

Further the purposes of this association;

- Perform such administrative duties assigned by the district governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and the first vice district governor, and participate in council meetings as appropriate;
- Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- Conduct club visitation, as the representative of the district governor, when requested by the district governor;
- Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan;
- Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth;
- Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- Work with the District Information Technology Committee and assist the committee to promote the use of the association's website and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- At the request of the district governor, supervise other district committees;
- Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget;
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and

responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

If a vacancy occurs in the offices of district governor and first vice district governor, the second vice district governor serves as acting district governor until the vacancy is filled by the International Board of Directors for the remainder of the term. If a vacancy occurs in the office of first vice district governor, the second vice district governor serves as acting first vice district governor until the vacancy is filled in accordance with the district (single, sub- or multiple) constitution and by-laws.

Because the second vice district governor directly participates in the administration of the district as part of the district governor team, he or she better understands the roles and responsibilities of the governor and first vice district governor, allowing for a smoother succession of leadership.

Effective District Governor Teams

As the district governor team, you are responsible for the effective management and administration of your district, and for its growth and future vitality. A successful team is more than a group of individuals. To maximize your district governor team's success, and the success of all of the other special teams you will lead during your term of office, consider these characteristics of high-performing teams:

- **Shared Vision, Goals and Direction**
Everyone on the team is committed to the team's vision. They know exactly what that vision is because the team leader keeps them focused by reinforcing that vision in communications. The team leader helps each individual team member meet his or her own needs while supporting the overall vision of the team. The team leader ensures that everyone on the team has clearly defined goals, and each member is motivated to put forth the effort required to achieve those goals. Team members understand how their positions support the achievement of the defined goals, and, if possible, have the opportunity to develop individual goals and action plans that specify how they will contribute to the overall success of the team.
- **Commitment to Individual and Team Roles**
Team members have clearly defined expectations, but they also understand how each of their roles is linked to every other role. They recognize that they are dependent upon each other's efforts. The team leader insures that individual job responsibilities are fulfilled, while assisting team members as they develop processes and approaches that allow them to function as a team.
- **Multi-Directional Communication**
Team members solve problems, communicate with each other, and keep the team leader updated on current challenges or emerging issues. Genuine collaboration is only possible with regular, open communication. Team leaders focus on developing consistent, multi-directional communication.

- **Shared Authority**
Effective team leaders enable team members to perform by sharing authority for the team's outcomes with the team members. Team members know how and when to get approval for decisions, and are charged with making independent decisions as appropriate.
- **Appreciation of Diversity**
Effective team leaders encourage team members to understand their unique strengths, talents, and weaknesses. The best team leaders promote an appreciation for individual style differences and personal experience. Team leaders consciously select team members who bring complementary skill sets, unique experience, and diverse perspectives.
- **Mutual Support and Trust**
The high-performing team demonstrates mutual support and trust. Team members are encouraged to take risks and share their opinions and suggestions freely, and constructive feedback is provided often. Together, they meet challenges, overcome obstacles, and seize opportunities. Members of the team have earned each other's trust.

Building a high-performing team is not an easy task. However, as the district governor team, the leaders of your district, consciously focusing on developing these characteristics will enable you to maximize your potential and make your district's vision a reality.