

District 14-C First Vice District Governor**FUNCTION:**

This procedure sets forth guidelines for the First Vice District Governor (1st VDG) in the conduct of his/her duties as 1st VDG.

REFERENCES:

1. LA-1: Lions Clubs International Constitution and By-Laws
2. LA-4: Lions Clubs International Standard District Constitution and By-Laws
3. District Governor training programs
4. District Governor Team Manual
5. Procedure 610: First Vice District Governor Candidate
6. Procedure 620: District Caucus
7. Procedure 630: District Dues

GENERAL:

The 1st VDG assists the District Governor (DG) and Second (2nd) VDG in the administration of the District while learning the skills and responsibilities necessary to eventually assume that position. The 1st VDG is subject to the supervision and direction of the DG and shall be the chief administrative assistant to the DG.

1st VDG requirements and duties are presented in the referenced documents. This procedure is intended to provide basic information to the 1st VDG that should assist in planning the year's activities. Not all items are mandatory but are set by tradition. The 1st VDG is encouraged to attend the USA/Canada Forum and also utilize the Lions University courses on the USA/Canada website to enhance their knowledge of Lions as well as pursuing available degrees. See Procedure #630 for guidelines on expense reimbursements.

Candidates for First VDG will announce their intention at the November or subsequent cabinet meeting prior to the year elected to DG. See District Procedures 610 and 620. The candidates may begin contacting and visiting clubs after this November or subsequent cabinet meeting. The First VDG candidate will become First VDG Elect once elected at the District convention until the July International convention, when they become the First VDG.

DUTIES:**First half Lions year Served:****April (Year elected 1st VDG)**

- District Cabinet-Convention Meeting
 - Address open meeting and each training seminar
 - Present tentative goals for your year
 - Election
 - File 1st VDG picture with LCI and State
 - File 1st VDG Resume with LCI and State
- Expect invitations to zone socials, clubs for installation and anniversaries, etc

May

- Attend State Convention from Thursday through Sunday

June

- Attend Beacon Lodge VDG meeting, normally on the first Saturday in June
- Attend current District Governor's (DG) Appreciation Dinner (Estimate mid June)
- Attend International Convention

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July

- Attend Beacon Lodge Lions Appreciation Day (Mid July)
- Attend DG's Cabinet organizational meeting
- Attend Banner Exchange
- Assume responsibility for chairing the Global Membership Team (GMT)

August

- Attend Council as scheduled. Begin formal 1st VDG training.
- Support Cabinet Meeting
- Begin club visits
 - Contact club presidents to request club visit to introduce yourself
 - Begin search for team members for your DG's year. Chairperson appointments are defined in the related procedure for that position.
- Attend Leader Dog Seminar
- Attend State GMT training as scheduled
- Lay out District GMT meeting schedule and plan of action as the team leader

September

- Attend USA/Canada Forum
- Catch your breath and relax a little

October

- Continue 1st VDG duties
- Review Procedure #610 for guidelines on nominations.

November

- Attend State Council
- Attend District Cabinet Meeting. Announce candidacy for District Governor.
- Transition to DG candidate activities. See District Governor's Planning Tool.

Second half Lions year served:

December through July

- Continue 1st VDG duties while also performing as a candidate for DG and as DG Elect. Use Procedure 100 as a guide.

Procedure Change History:

- August 19, 2007
- April 25, 2009
- February 18, 2017