

District 14-C Second Vice District Governor

FUNCTION:

The Second Vice District Governor (2nd VDG) assists the District Governor (DG), and First Vice District Governor (1st VDG) in the administration of the District.

REFERENCES:

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

GENERAL:

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

2nd VDG requirements and duties are presented in the referenced documents. This procedure is intended to provide basic information to the 2nd VDG that should assist in planning the year's activities. Not all items are mandatory but are set by tradition.

The 2nd VDG is expected to attend all District cabinet meetings and State Council meetings and all designated training sessions. It is recommended that the 2nd VDG attend either the Advanced Lions Leadership Institute, or a Regional Lions Leadership Institute, and complete the on-line courses available from the LCI online Learning Center and the USA/Canada online Lions University. Attendance at the USA-Canada Lions Leadership Forum is also recommended. See Procedure #630 for guidelines on expense reimbursements.

Candidates for 2nd VDG will announce their intention at the November or subsequent cabinet meeting prior to the year elected to 2nd VDG. See District Procedures 610 and 620. The candidates may begin contacting and visiting clubs after this November or subsequent cabinet meeting. The 2nd VDG candidate will become 2nd VDG Elect once elected at the District convention until the July International convention, when they become the 2nd VDG.

District 14-C Second Vice District Governor

DUTIES:

SECOND VICE DISTRICT GOVERNOR CANDIDATE ACTIVITIES

October

Send letter of intent to District Governor and Cabinet Secretary at least 20 days prior to November cabinet meeting. Secure club letter of support and send to District Governor and Cabinet Secretary 20 days prior to November cabinet meeting in accordance with Procedure 610. Arrange for someone from club to make nomination and seconding speeches at November cabinet meeting. Other non club Lions may present the seconding nominations.

November

Attend cabinet meeting with individuals who will nominate and second your nomination. Make short speech accepting nomination. Note: Nomination activities may also take place at the February cabinet meeting. Arrange with clubs to visit a meeting and introduce yourself as a candidate for Second Vice District Governor.

APRIL

File Second Vice District Governor picture and resume with LCI and MD-14 (DA-907). Expect to begin receiving invitations to participate in club events.

May

Attend State Convention and State Council meeting. Register to attend USA/Canada Lions Leadership Forum at early bird rate.

June

Prepare first monthly newsletter article as Second Vice District Governor and submit to Newsletter Editor by June 15th.

SECOND VICE DISTRICT GOVERNOR ACTIVITIES

JULY

Register to attend the Advanced Lions Leadership Institute or Regional Lions Leadership Institute. Register to attend August State Council meeting and Second Vice District Governor training. Discuss Club visitations with District Governor. Attend monthly GMT meeting. Prepare August newsletter article and submit to Newsletter editor by July 15th.

August

Attend State Council meeting. Attend District Cabinet meeting. Attend Monthly GMT meeting. Attend Zone meetings. Prepare September newsletter article and submit to Newsletter Editor by August 15th. Club visitations are per District Governor or invitation.

District 14-C Second Vice District Governor**September**

Attend monthly GMT meeting. Attend USA/Canada Lions Leadership Forum, if registered. Register for October State Council meeting. Prepare October newsletter article and submit to Newsletter Editor by September 15th. Club visitations are per District Governor or invitation.

October

Send letter of intent to run for First Vice District Governor to District Governor and Cabinet Secretary at least 20 days prior to November cabinet meeting. Secure club letter of support and send to District Governor and Cabinet Secretary at least 20 days prior to November cabinet meeting in accordance with Procedure 610. Arrange for someone from club to make nomination and seconding speeches at the November cabinet meeting. Attend monthly GMT meeting. Club visitations are per District Governor or invitation. Prepare November newsletter article and submit to Newsletter Editor by October 15th. Attend State Council Meeting.

November

Attend monthly GMT meeting. Attend Advanced Lions Leadership Institute if registered, or attend Regional Lions Leadership Institute. Attend cabinet meeting with individuals who will nominate and second your nomination. NOTE: Nomination activities may also occur at the February cabinet meeting. Attend Zone Meetings. Prepare December newsletter article and submit to Newsletter Editor by November 15th. Club visitations per District Governor or invitation.

December

Attend monthly GMT meeting. Attend Holiday events by invitation. Prepare January newsletter article and submit to Newsletter Editor by December 15th. Club visitations are per District Governor or invitation.

January

Attend Monthly GMT meeting. Club Visitations are per District Governor or invitation. Prepare February newsletter article and submit to Newsletter Editor by January 15th.

February

Attend State Council meeting. Attend District cabinet meeting. Prepare and present remarks. Attend monthly GMT meeting. Prepare March newsletter article and submit to Newsletter Editor by February 15th. Club visitations are per District Governor or invitation.

March

Attend monthly GMT meeting. Register for District Convention. Club visitations are per District Governor or invitation. Attend Zone Socials. Prepare April newsletter article and submit to Newsletter Editor by March 15th.

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April

Attend Monthly GMT meeting. Register for State Convention and State Council meeting. Attend District Convention. Prepare speech for district caucus and acceptance speech for election to First Vice District Governor. Club visitations are per District Governor or invitation. Prepare May newsletter article and submit to Newsletter Editor by April 15th. Attend Zone Socials.

May

Attend monthly GMT meeting. Attend State Convention and State Council meeting. Attend Zone Socials. Club visitations are per District Governor or by invitation. Prepare June newsletter article and submit to Newsletter Editor by May 15th.

June

Attend Monthly GMT meeting. Attend Zone 2a Social. Prepare first monthly newsletter article as First Vice District Governor and submit to Newsletter Editor by June 15th.

REVISIONS:

April 25, 2009

November 19, 2016

February 18, 2017