

## DISTRICT 14-C SECOND VICE DISTRICT GOVERNOR

### FUNCTION

This procedure sets forth guidelines for the Second Vice District Governor (2nd VDG) in the conduct of his/her duties as a District 14-C officer beyond those specified in the district constitution and by-laws.

### REFERENCES

1. LA-1: Lions International (LI) Constitution and By-Laws
2. LA-4: LI Standard District Constitution and By-Laws
3. District Governor training programs
4. DA-DGTEB: District E-Book
5. LI Website ([www.lionsclubs.org](http://www.lionsclubs.org)): Member Resource Center / Leaders / Managing Your District
6. Procedure Number 610: Vice District Governor Candidate
7. Procedure Number 620: District Caucus
8. Procedure Number 630: District Dues
9. Procedure 100: District 14-C District Governor

### GENERAL

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

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

The 2<sup>nd</sup> VDG is expected to attend all District 14-C cabinet meetings, all PA Lions state council meetings and all designated training sessions. It is recommended that the 2<sup>nd</sup> VDG attend the USA/Canada Lions Leadership Forum and also complete the on-line courses available from the LCI online Learning Center and the USA/Canada online Lions University. See Procedure #630 for guidelines on expense reimbursements. It is further recommended that any candidate for Second Vice District Governor attend a Regional Lions Leadership Institute prior to taking office.

Candidates for 2<sup>nd</sup> VDG must submit paperwork indicating their intention to run for office at least thirty (30) days prior to the date of elections for district officers as specified in District Procedures 610 and 620. The candidates may begin contacting and visiting clubs after their intention to run for office has been announced at a District 14-C cabinet meeting. The 2<sup>nd</sup> VDG candidate will become 2<sup>nd</sup> VDG-Elect once elected at the District convention until the International convention. He/She will become the 2<sup>nd</sup> VDG when the District Governor-Elect takes office as District Governor..

### DUTIES

The following is a month-by-month listing of duties and expectations of the District 14-C 2<sup>nd</sup> VDG that are not articulated in the district constitution and by-laws. The listing begins when a candidate for 2<sup>nd</sup> VDG becomes 2<sup>nd</sup> VDG-Elect and continues through this person's term as 2<sup>nd</sup> VDG. It also includes and references duties as 1<sup>st</sup> VDG-Elect based on the assumption that the 2<sup>nd</sup> VDG will be elected to the office

of 1st VDG Governor. This list is intended to be a reference, but additional responsibilities may arise that are not listed.

**April**

As 2nd VDG Candidate

- Attend District 14-C Cabinet Meeting/Convention Meeting - be prepared to deliver remarks prior to and/or after the election of officers.

As 2nd VDG-Elect

- Send 2nd VDG biographical information and picture to LI and State (LI form DA-907).
- Complete paperwork to attend the PA Lions State Convention, if available.
- Expect invitations to zone socials, clubs for installation and anniversaries, etc.
- Work to complete Lions University courses required for a Bachelor's Degree.
- If possible, make arrangements to attend the USA/Canada Lions Leadership Forum, usually scheduled for sometime in September.

**May (As 2nd VDG-Elect)**

- If registered, attend PA Lions State Convention, including state council meetings, and submit an expense reimbursement request to the District Treasurer.
- Purchase green blazer and PA Lions official parade shirt from PA Lions store (or at the PA Lions State Convention, if attending).
- Prepare a welcome message for District 14-C Directory and send it, along with a picture, to the person preparing the directory.

**June (As 2nd VDG-Elect)**

- Attend the current District Governor's (DG) Appreciation Dinner, if invited ( usually mid-June or July).
- Contact DG to discuss clubs you will visit with him/her; contact club presidents to request club visitations at additional clubs as your schedule permits.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include a copy of the picture you sent to be used in the district directory.

**July**

- If possible, attend Beacon Lodge Lions Appreciation Day (usually the third Sunday in July).
- Attend DG's Cabinet organizational meeting.
- Attend Banner Exchange.
- Begin club visitations with the DG and/or as scheduled independently.
- Complete paperwork to attend the first PA Lions State Council Meeting.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**August**

- Attend the PA Lions State Council Meeting and begin formal 2nd VDG training. Submit an expense reimbursement request to the District Treasurer (see Procedure 630, District Dues, for details).
- Attend District 14-C Cabinet Meeting and provide support as needed.
- Continue club visitations with the DG and/or as scheduled independently.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**September**

- Attend the USA/Canada Forum if registered. Submit a request for reimbursement to the District Treasurer following the Forum (see Procedure 630, District Dues, for details).
- Continue 2nd VDG training as required by LI.
- Complete paperwork to attend the second PA Lions State Council Meeting.
- Continue club visitations with the DG and/or as scheduled independently.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**October**

- Review Procedure #610 for guidelines on nominations and submit required paperwork to the District Governor indicating your intention to run for 1st Vice District Governor.
- Begin work to complete Lions University courses required for a Bachelor's Degree
- Attend the second PA Lions State Council Meeting (if held in October) and submit an expense reimbursement request to the District Treasurer (see Procedure 630, District Dues, for details).
- Continue 2nd VDG training as required by LI.
- Continue club visitations with the DG and/or as scheduled independently.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**November**

- Attend the second PA Lions State Council Meeting (if not held in October) and submit an expense reimbursement request to the District Treasurer (see Procedure 630, District Dues, for details).
- Attend District 14-C Cabinet Meeting. Announce candidacy for 1st Vice District Governor.
- Continue 2nd VDG training as required by LI.
- Continue club visitations with the DG and/or as scheduled independently.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**December**

- Continue 2nd VDG training as required by LI.

- Complete paperwork to attend the third PA Lions State Council Meeting
- Continue club visitations with the DG and/or as scheduled independently.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**January**

- Continue 2nd VDG training as required by LI.
- Continue club visitations with the DG and/or as scheduled independently.
- Register for the International Convention, if planning to attend, to receive an early-bird discount.
- Start to brainstorm ideas for your theme as DG as well as the design of your pin.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**February**

- Attend the third State Council Meeting and submit an expense reimbursement request to the District Treasurer (see Procedure 630, District Dues, for details).
- Attend District 14-C Cabinet Meeting. Announce candidacy for 1st Vice District Governor if the announcement was not made at the previous cabinet meeting.
- Complete paperwork to attend the District 14-C Convention.
- Continue 2nd VDG training as required by LI.
- Continue club visitations with the DG and/or as scheduled independently.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**March**

- Continue 2nd VDG training as required by LI.
- Complete paperwork to attend the PA Lions State Convention.
- Continue club visitations with the DG and/or as scheduled independently.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**April**

As 2nd VDG ....

- Attend District 14-C Cabinet Meeting/Convention - be prepared to deliver remarks prior to and/or after the election of officers.

As 1st VDG-Elect ....

- Send 1st VDG biographical information and picture to LI and State (LI form DA-906).
- Expect invitations to zone socials, clubs for installation and anniversaries, etc.
- Work to complete Lions University courses required for a Master Degree or Doctorate.

- If possible, make arrangements to attend either the USA/Canada Lions Leadership Forum, usually scheduled for sometime in September.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**May (as 1st VDG-Elect)**

- Attend PA Lions State Convention, including the state council meetings, and submit an expense reimbursement request to the District Treasurer (see Procedure 630, District Dues, for details).
- Register to attend the USA/Canada Lions Leadership Forum by May 31st (if planning to attend) to receive an early-bird discount.
- Prepare a welcome message for District 14-C Directory and send it, along with a picture, to the person preparing the directory.
- Check the date for Beacon Lodge Orientation Meeting for 1st VDGs in June (usually held the first Saturday in June).
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

**June (as 1st VDG-Elect)**

- Attend Beacon Lodge Orientation Meeting for 1st VDGs.
- Attend current District Governor's (DG) Appreciation Dinner usually mid-June or July)
- If possible, attend the International Convention.
- Contact DG to discuss clubs you will visit with him/her; contact club presidents to request club visitations at additional clubs not previously visited.
- Confirm date of MD-14 1st VDG to visit Leader Dogs for the Blind (usually scheduled for sometime in August).
- Submit an article for the district newsletter by the required submission date established by the newsletter editor. Include a copy of the picture you sent to be used in the district directory.

**Procedure Change History**

Change 1: April 25, 2009

Change 2: November 19, 2016

Change 3: February 18, 2017

Change 4: April 5, 2025