

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 a District 14-C officer beyond those specified in the district constitution and by-laws.

REFERENCES

1. LA-1: Lions Club 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): Member Resource Center / Leaders / Managing Your District
6. Procedure 610: First Vice District Governor Candidate
7. Procedure 620: District Caucus
8. Procedure 630: District Dues
9. Procedure 100: District 14-C District Governor

GENERAL

The 1st VDG, along with the 2nd VDG, assists the District Governor (DG) 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 expected to attend all District 14-C cabinet meetings, all PA Lions state council meetings and all designated training sessions. The 1st VDG is encouraged to attend the USA/Canada Forum and also utilize the Lions University courses provided on the USA/Canada Lions Leadership Forum website to enhance their knowledge of Lionism as well as pursue available degrees. See Procedure #630 for guidelines on expense reimbursements.

Candidates for 1st VDG must submit paperwork indicating their intention to run for office at least thirty (30) days prior to the date of the 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 1st VDG candidate will become First VDG-Elect once elected at the District convention until the International convention. He/She will become the First 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 1st VDG that are not articulated in the district constitution and by-laws. The listing begins when a candidate for 1st VDG

becomes 1st VDG-Elect and continues through this person's term as 1st VDG. It also includes and references duties as DG-Elect based on the assumption that the 1st VDG will be elected to the office of District Governor. This list is intended to be a reference, but additional responsibilities may arise that are not listed.

April (as 1st VDG-Elect)

- Attend District 14-C Cabinet Meeting/Convention - be prepared to deliver remarks prior to and/or after the election of officers.
- 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).
- Prepare a welcome message for District 14-C Directory and send it, along with a picture, to the person preparing the directory.
- Check on 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 VDGs 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.

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 1st 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.
- Start to identify potential team members for your DG's year. Chairperson appointments are defined in the related procedure for that position.
- Attend Leader Dog Seminar.
- 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 1st 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 District Governor.
- Work to complete Lions University courses required for a Masters 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 1st 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 District Governor.
- Transition to DG candidate activities. See District Governor's Planning Tool.

- Continue 1st 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

- Obtain permission from the District Governor to begin contacting Lions to serve on next year's District Governor Team (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- Continue 1st 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 1st VDG training as required by LI.
- Continue work to complete Lions University courses required for a Master Degree or Doctorate.
- Complete paperwork to attend the International Convention as requested by LI.
- Continue club visitations with the DG and/or as scheduled independently.
- Continue contacting Lions to serve on next year's District Governor Team (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- Begin designing your District Governor pin (and a District Pin, if so inclined).
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

February

- Attend the third PA Lions 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 District Governor if announcement was not made at the previous cabinet meeting.
- Complete paperwork to attend the International Convention as requested by LI (if not received in January).
- Complete paperwork to attend the District 14-C Convention.
- Continue 1st VDG training as required by LI, which may include travel to LI Q-Center in Chicago IL or other out-of-state locations.
- Continue club visitations with the DG and/or as scheduled independently.
- Continue contacting Lions to serve on next year's District Governor Team (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

March

- Continue 1st 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.
- Continue contacting Lions to serve on next year's District Governor Team (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

April (as District Governor-Elect)

- Present goals for your year (At District Convention and/or in District Newsletter)
- Send DG biographical information and picture to LI and State (LI form DA-904)
- Continue with selection of team - Secretary/Treasurer, Facility Chair, Zone Chairpersons, Newsletter Editor, Committee Chairpersons and other positions as appropriate.
- Begin draft of district directory with goal of distribution by August (NOTE: A willing volunteer may be recruited to prepare the directory)
- Establish a schedule for official DG club visits
- Finalize DG pin design. Order to be ready at the August PA Lions State Council Meeting and the August District Cabinet meeting.
- Expect invitations to zone socials, clubs for anniversaries, new member installations, club officer installations, etc. Attend as many as possible.
- Purchase formal attire to wear at the State Convention, International Convention and State Council Meetings. (NOTE: Formal attire may be rented for each event)
- Finalize next year's District Governor Team (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

May (as District Governor-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.
- Finalize next year's District Governor Team if not already completed (e.g. Secretary, Treasurer, Zone Chairs, committee chairs, coordinators, etc.).
- Continue development of the district directory.
- Select all Cabinet meeting dates and establish locations
- Begin mailing confirmation of meeting dates for club visits. Require written/email acknowledgment. (NOTE: Clubs need the DG's schedule for visitation and cabinet meetings for their planning and club directories)
- Confirm travel arrangements for final DG-Elect training and LI Convention.

- Begin preparation of the budget for the coming year in conjunction with the District Treasurer and outgoing District Governor
- Prepare a welcome message for District 14-C Directory and send it, along with a picture, to the person preparing the directory.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

June (as District Governor-Elect)

- Attend current DG's Appreciation Dinner
- Complete directory, to the extent possible, before going to LI Convention but hold till return. There will be updates
- Attend LI Convention (may actually be in early July) (Costs are paid by LI). Begin search for an International Director (ID) for your District Convention. Solicit ID/PID assistance in obtaining this speaker
- Publish Cabinet members list in newsletter and on website
- Publish initial visitation schedule in newsletter and on website
- Continue work on budget
- Work with the DG to set up next year's officers and committees in Lion Portal
- Order pins and badges for Zone Chairs, chairpersons and coordinators.
- Submit an article for the district newsletter by the required submission date established by the newsletter editor.

Procedure Change History

Change 1: August 19, 2000

Change 2: April 25, 2009

Change 3: February 18, 2017

Change 4: April 5, 2025