

Second Vice District Governor Orientation

Course Topics

- [Introduction](#)
- [The District](#)
- [Club Knowledge](#)
- [District Knowledge](#)
- [Lions Clubs International Foundation LCIF](#)
- [Global Action Team](#)
- [Contact](#)
- [Second Vice District Governor Resources](#)

Introduction

Welcome to the Second Vice District Governor Orientation course and congratulations on being elected second vice district governor! It's a wonderful role that is both challenging and rewarding. This course will provide an overview of the information you will need to navigate your term. A list of resources is available at the end of this course.

Objectives

This course is designed to give you an overview of information and resources to prepare you for your new position. At the end of the course, you will be able to:

- Recognize district team responsibilities
- Describe your district and club responsibilities
- Describe LCIF and Global Action Team coordinator roles
- Identify and locate available resources

Teamwork

Each year district governors, first vice district governors and second vice district governors work as a team to provide leadership for their districts. When the next year begins and the district governor's term is complete, the first vice district governor will become the new district governor and the second vice district governor will become the new first vice district governor. There are many benefits of working as a team. Some of the benefits are:

- Increased opportunities for vice district governors to gain experience
- Delegation of tasks, resulting in more effective district administration

- Continuity in district administration from year-to-year
- Collaborative, supportive environment

Having a deep understanding of your district's structure is critical to your success as second vice district governor. Next you will review the model district structure that includes cabinet, officers, coordinators and committee chairpersons.

[\[RETURN TO COURSE TOPICS\]](#)

The District

Following is a description of the model district structure. This structure is broken down into three sections: officers, global action team and district operations committees.

The officers consist of an immediate past district governor, cabinet secretary, cabinet treasurer, regional chairperson (optional), zone chairperson, second vice district governor, first vice district governor and district governor.

Next are the district cabinet roles that make up the global action team. The district governor is the global action team chairperson, followed by the global leadership team district coordinator, the global membership team district coordinator and the global service team district coordinator. It's important to note that the district governor, regional and zone chairpersons are also part of the district global action team, as well as being district officers.

Lastly, the district operations committees are the convention committee, information technology committee, district governor honorary committee, marketing communications committee, district governor advisory committee, LCIF coordinator, the Service Committees (which are optional) and the Leo/Leo-Lion liaison (which is also listed as a committee).

District Governor Team Roles

District governors, first vice district governors and second vice district governors have specific roles as well as shared duties. You will explore what makes each of these roles unique and how their duties can overlap.

Be sure to check the most recent version of the Standard District Constitution and By-Laws (LA4) for updates to these responsibilities.

Following are brief descriptions of each of the team members' roles:

- District Governor: The district governor acts as the chief administrator to the district.

- First Vice District Governor: The first vice district governor is the chief administrative assistant to the district.
- Second Vice District Governor: The second vice district governor applies their experience and knowledge to assist both the district governor and first vice district governor in supporting the district. They also use their role to learn all they can about the district to help them as they transition into the first vice district and district governor roles.

Team Duties

The duties below are shared responsibilities of the district governor, the first vice district governor and second vice district governor. Continue reading for a description of each shared duty.

- Visit clubs and don't forget to submit your expense reimbursement
- Participate in district cabinet meetings, convention and events
- Support club health and develop strategies for strengthening clubs
- Understand and adhere to local rules and regulations
- Further the purposes of the association
- Assist the cabinet in the district plan and budget for the next year

Next, you will review club structure. Since the clubs are the building blocks for the district, knowing how they work is critical to understanding your district's foundation.

[\[RETURN TO COURSE TOPICS\]](#)

Club Knowledge

Following is a description of the standard structure. This structure is broken down into three sections: Board of Directors, Club Officers and Standing Committees.

The Board of Directors includes all club officers, the program coordinator and branch president. Additional, optional roles, include: Lion Tamer, Tail Twister and Safety Officer.

The officers consist of an immediate past president (who is also the LCIF coordinator), president (who is the Global Action Team club chairperson), second vice president, secretary, treasurer, marketing communications chairperson, first vice president (also the leadership development chairperson), club membership chairperson, club membership chairperson and the club service chairperson. The last three roles listed, along with the club president are the roles that make up the Global Action Team at the club level.

Lastly, the standing committees are the constitution and bylaws committee and information technology committee. Additional committees include the finance committee, marketing communications committee, leadership committee, membership committee and the service committee.

As second vice district governor, you may be asked to assist with club disputes, mergers or name changes. You may also be asked who qualifies as a life member or if a Lion can be an active member in two clubs. Knowing where to find information to help you answer questions like these is a key to your success.

Club Policies

Use the Standard Club Constitution and By-Laws (LA-2) and Board Policy Manual - Chapter V for answering questions about such topics as:

- Officer duties
- Standing committees
- Elections and filling vacancies
- Membership information and much more!

Be sure to check these documents often for updated information.

Club Visits

Visiting clubs is an important district governor duty. Continue reading for helpful club visit information.

- District e-Book: The District e-Book is a valuable tool that contains many links to resources to support your clubs, such as Club Quality Initiative, Your Club, Your Way! and Plan for Your Club's Success publications.
- Club Resources: If you have clubs in your district that are struggling, you can find help in the District e-Book under Resources to Strengthen Struggling Clubs.
- Preparation: Resources pertaining to club health, recruitment, training, service activities and recognition are available as you prepare to visit a club. Review the "Make your club visitation count" [webpage](#) for details and specific resources.
- Useful Reports: Use the Club Health Assessment (CHA) for a quick analysis of the strength of clubs in the district and the DG Recap report to see outstanding balances due to LCI.

Club Programs

A quality club is a vital component in a district's success. There are a variety of tools designed to improve club quality. Continue reading below to for more information.

- Club Quality Initiative: Used for strategic planning to help identify opportunities for improvement
- Plan for Your Club's Success: Provides tools for clubs to build a vision that will help them optimize their operations
- Your Club Your Way!: Helps customize club meetings to suit the needs of club members
- Guiding Lion Program: Assists clubs which could benefit from additional support

Knowledge Check Part 1

Following are two questions to check on the knowledge you have gleaned from the course thus far.

Question one: You need to find out what the club dispute resolution process is. What resource will you use to learn more about the process?

Here are four possible answers, choose one:

1. Club Health Assessment
2. Club Quality Initiative
3. Your Club, Your Way! Publication
4. Standard Club Constitution and By-Laws (LA-2) and Board Policy Manual

Correct answer: The Standard Club Constitution and By-Laws (LA-2) as well as Board Policy Manual – Chapter V will provide you with a wealth of knowledge, including specific procedural instructions.

Question two: Who is responsible for supporting club health and developing strategies for strengthening clubs?

Here are four possible answers, choose one:

1. District Governor
2. First Vice District Governor
3. Second Vice District Governor
4. All of the above

Correct answer: All of the above. Supporting club health and developing strategies to strengthen clubs is a responsibility of the entire district team. Use the Club Health Assessment and the DG Recap report to assist you in determining which clubs to start with.

[\[RETURN TO COURSE TOPICS\]](#)

District Knowledge

The documents listed below are valuable resources to use as you acquaint yourself with your duties and prepare to attend meetings.

- Standard District Constitution and By-Laws (LA-4)
- Board Policy Manual
- Model District Governor's Advisory Committee Meetings (zone meetings) guide

How to Find District Resources

Ask your district governor to provide you with a copy of your district's Constitution and By-Laws. The Board Policy Manual and Model District Governor's Advisory Committee Meetings (zone meetings) guide can be accessed on our website. These documents are subject to change, so be sure to check for updates often.

Attending Meetings

There are a variety of meetings you may attend as second vice district governor. Some examples are:

- Cabinet meetings
- Club visits
- District convention planning meetings
- Zone and region meetings

Meeting Resources

- The Standard District Constitution and By-Laws contains information about district meetings
- The Board Policy Manual contains convention information, travel rules and reimbursement information
- Model District Governor's Advisory Committee Meetings (zone meetings) guide is a reference for agendas, resources and tips

Additional Responsibilities

In addition to containing meeting information, the Board Policy Manual - Chapter VII includes a more comprehensive list of the district governor, first vice district governor and second vice district governor duties.

You will also work with other members of the district team during your term. Continue reading to learn more about how you will interact with each team.

Global Action Team District Coordinators: The district governor may ask you to work with the Global Action Team district coordinators to achieve the goals and action plans related to leadership development, membership development and service. More information about this team will be provided in the GAT section of this course.

LCIF District Coordinator: You will work with the LCIF district coordinator to achieve yearly goals. You will accomplish this through regular distribution of LCIF information and materials to help increase understanding and support of LCIF. LCIF is discussed further in another section of this course.

Convention Planning Committee: You will assist the district governor and first vice district governor in working with the Convention Planning Committee.

Knowledge Check Part 2

Following are two more questions to check on the knowledge you have gleaned from the course thus far.

Question one: Which of the choices below will offer you the best guidance when working with your district convention planning committee?

Here are four possible answers, choose one:

1. Using MyLCI
2. LCIF materials
3. Global Action Team responsibilities
4. Standard Form Lions District Constitution and By-Laws

Correct answer: The Standard Form Lions District Constitution and By-Laws, Article VI provides guidance for planning conventions.

Question two: The district governor has asked you to attend the next zone meeting. The BEST resource to help prepare for this meeting is:

Here are four possible answers, choose one:

1. Board Policy – Chapter IX
2. Your Club, Your Way! Guide
3. Model District Governor’s Advisory Committee Meetings (zone meetings) guide
4. District Constitution and By-Laws (LA-4)

Correct answer: The Model District Governor’s Advisory Meetings (zone meetings) guide is a reference for agendas, resources and tips.

[\[RETURN TO COURSE TOPICS\]](#)

Lions Clubs International Foundation (LCIF)

Lions Clubs International Foundation (LCIF) is the charitable arm of Lions Clubs International. Established in 1968, LCIF provides grant funding to support the compassionate works of Lions, empowering their service and addressing the needs of their communities both locally and globally.

Explore the LCIF Grants Toolkit to learn more about LCIF grant types designed to magnify your service impact, as well as other helpful resources for both grant applicants and grantees. You can read the toolkit [here](#).

Funding Opportunities

Read through examples of some of the available LCIF grants below:

- Disaster Grants: LCIF offers a variety of funding options to support various stages of disaster relief operations.
- Diabetes Grants: LCIF Diabetes grants can increase access to diabetes care and enhance existing diabetes centers to provide greater service to the community.
- Childhood Cancer Grants: Childhood Cancer Grants are available to Lions’ districts and multiple districts in amounts from US\$10,000 to US\$150,000. Projects must be implemented in coordination or collaboration with existing government or charitable childhood cancer medical facilities.
- Hunger Grants: Through the LCIF Hunger Grant, Lions can support school-based feeding programs, food banks, feeding centers, and similar facilities that provide food to people when they need it most.
- District & Club Community Impact Grants (DCG): Through the District & Club Community Impact Grants (DCG) program, 15 percent of unrestricted contributions to LCIF are transformed into grants that fund local projects on a club and/or district level.

LCIF Support

Every district has the potential to receive support from LCIF, therefore it is critical that our districts support the foundation. Read through each of the following for more information.

LCIF District Coordinators Support: LCIF district coordinators serve as ambassadors in the district to educate Lions about LCIF. They also encourage LCIF support through fundraising in the district.

District Governor Team Support: The district governor team can show support by helping the LCIF district coordinator promote the foundation and its service efforts around the world.

Second Vice District Governor Support: The second vice district governor should be knowledgeable about available LCIF grants, how to request a grant, and any region or country-based requirements for making donations.

[\[RETURN TO COURSE TOPICS\]](#)

Global Action Team

The Global Action Team is a powerful bridge between Lions and the international association. It's a field team specifically designed to connect clubs, districts, leaders and beyond to tools and resources developed to improve their service impact. The Global Action Team brings the GLT, GMT, and GST together to support districts and clubs in reaching their goals.

Understanding how the Global Action Team works allows you to support and provide assistance to the district governor in his/her execution of district goals and action plans.

Global Leadership Team: The Global Leadership Team district coordinator organizes and facilitates instructor-led and web-based training, identifies potential new leaders and both develops and executes an annual district leadership plan.

Global Membership Team: Global Membership Team district coordinator develops and implements action plans to achieve club membership goals, positively impacts the member experience and increases membership growth.

Global Service Team: The Global Service Team district coordinator works to raise the visibility of Lions service impact in local communities. He or she also works with region, zone and club service chairpersons to help clubs reach their service goals.

District Global Action Team Roles

The district governor, as the chairperson for the district GAT, works with his or her team to develop the goals they wish to achieve during their fiscal year. The team then works closely together in support of those goals.

Global Action Team Roles

Listed below is a breakout of how each of these roles work together to support their district's goals.

- Region and Zone Chairpersons: Helps the GAT coordinators communicate with clubs and provide feedback
- GMT District Coordinator: Implements membership growth and retention strategies
- GST District Coordinator: Organizes district-wide service events and reports district level service activities in MyLion
- GLT District Coordinator: Organizes training for the district's clubs and individuals and reports local training in LEARN

Knowledge Check Part 3

Following is one more question to check on the knowledge you have gleaned from the course thus far.

Question one: The district governor has asked you to provide a list of Lions in the district who need training. Who might you work with to gather this information?

Here are four possible answers, choose one:

1. The Global Membership Team district coordinator
2. The Global Service Team district coordinator
3. The Global Leadership Team district coordinator
4. The LCIF district coordinator

Correct answer: The Global Leadership Team district coordinator organizes and facilitates instructor-led and web-based training for the district. They can also help identify potential new leaders.

Continue Learning

The key to your success as second vice district governor is determined by your willingness to continue learning and developing your skills. It will also depend on your ability to locate resources when you need them.

Next Steps: Contact your Global Leadership Team multiple district coordinator (or area leader where there is no multiple district coordinator) to discover additional second vice district governor training opportunities.

Remember, Lions International staff are here to support you!

[\[RETURN TO COURSE TOPICS\]](#)

Contact

Congratulations on completing this course and on beginning your journey as a second vice district governor!

To receive completion credit for this course, or if you have problem navigating through this module, please contact eLearning@lionsclubs.org.

[\[RETURN TO COURSE TOPICS\]](#)

Second Vice District Governor Resources

The [Board Policy Manual](#) has a vast amount of information to assist as you move through each role in the district team.

- [Chapter V](#) – Provides information about clubs
- [Chapter VII](#) – Has a comprehensive list of duties assigned to the district team
- [Chapter IX](#) – Is a reference for district officers and organizations

The [Managing a Club](#) page provides helpful information to effectively run a Lions club. There are also several resources available as you strategize with clubs to improve quality.

- [Club Quality Initiative](#)- A strategic planning tool to help clubs identify opportunities for improvement.
- [Plan for Your Club's Success \(Global Membership Approach\)](#) - Focuses on growing your club, inspiring new ideas, and empowering current and potential club leaders to lead.

- [Your Club, Your Way!](#)- Helps customize club meetings to suit the needs of club members.

You can also visit the [District Governor Resource Center](#) to access district-related Lions International resources that will provide you with specific procedural and policy instructions.

- [District e-Book](#)
- [Standard District Constitution and By-Laws](#)
- [Standard Club Constitution and By-Laws](#)
- [Model District Governor Advisory Committee Meetings \(zone meetings\)](#)

To learn more about LCIF, [click here](#). To view frequently asked LCIF questions (FAQ), which may be helpful as you meet with Lions in your district, [click here](#). Visit the [LCIF Grants Toolkit](#) webpage to learn more about grants available to clubs, districts, and multiple districts.

You can access a full list of Global Action Team job descriptions and measures of success on the [Global Action Team Leadership](#) webpage. Visit the [Global Action Team Resources](#) webpage for talking points, toolboxes, staff contact lists, and more.

Please note: While the links provided in this document are current as of this course update, if you have difficulty locating these documents, or have questions about locating them please contact elearning@lionsclubs.org for assistance.

[\[RETURN TO COURSE TOPICS\]](#)