



HANDBOOK FOR FIRST VICE DISTRICT GOVERNORS 2018-2019

This handbook is a work-in-progress, updated constantly. It is intended as a guide to assist incoming governors to prepare and plan for International Convention and their year in office. It is not a prescriptive document, but incoming governors are well advised to heed its contents.

PREPARATION FOR YOUR YEAR

FINANCIAL:

PERSONAL BANNER:

Start thinking of your theme for your year and start with the art work in January as it takes approximately 3 months to complete.

Produce sufficient for each club, cabinet officer and a few International convention, Co-Governors and for hand out as friendship banners. The quantity to order will differ per district as some districts to not hand out banners to cabinet officers..

Cost = R35 to R50 each, for your own account.

The large DG Convention banner will be in the same design. Have it printed soon so that you can display it at your Banquet (Welcome home event) Mid Year Conference, All Club visits & other events. This banner is organised by Multiple District each District is responsible for the payment of the DG Banner. It must be displayed at the Multiple District Convention. This ideally should be organised towards the end of your VDG year so it is ready for the 1st Council meeting in August. It should be of the pull out type. Easy to put up and easy to transport.

PERSONAL PIN:

Start working on this in January as it takes approximately 3 months to complete. Quantity depends on number of clubs and cabinet officers in your district.

Cost = R30 to R50 each for your own account.

It is the individual choice to have a personal pin made or not.

MULTIPLE DISTRICT PIN:

Organised by the Convention Committee, it was decided that the convention pin would be used as the Multiple District pin. The Design needs to be approved at the 3rd Council meeting. Council provides 50 pins per VDG, this is sufficient not necessary to order additional. Council Chairperson can order for their own account (unless they are going to International Convention, in which case Council will pay for 50). It has been noted that over the last few International conventions that the official pin trading has diminished over the years, the interest is just not there anymore. The casual pins that you are trading are mainly of an inferior quality and size.

BLAZER:

The Blazer is organised by District B. Sizes are collated and ordered at Burger Bros, 33 5th Street Corner 4th Avenue Linden , Northcliff (Tel: 011-782-1055), the contact person is Sam and email address: sales@burgers-brothers.co.za

You can obtain your size by visiting Woolworths or if you are in Gauteng during November directly from Burger Bros. Let the VDG of 410B know by end February latest.

Each District is responsible for the payment of the blazers and embroidery cost which will be done by them. Blazers are then to be taken to District Convention for issue to the District Governors Elect.

BUSINESS CARDS:

These are considered essential for International as most DGE's will want to exchange cards with you for contact details.

WAISTCOAT:

It is a good idea to have one made to wear instead of the blazer at club and district projects. Green material with any colour edging as agreed by the Vice District Governors, full-colour logo on pocket with name, year and district - embroidered. The choice is yours.

ATTENDING COUNCIL MEETINGS:

First Vice DG's are expected to attend council meetings. Transport and accommodation is paid by your District. Spouse/Partner is not paid for by District. You will be responsible to book your flight and to claim from your Cabinet Treasurer.

BUDGET PLANNING:

It is important that the VDGs are aware of the budgeted figures for the current year so that they can comment on the 2018/2019 proposed Budget presented at the February 2018 meeting.

PREPARATION PRIOR TO TAKING OFFICE

Selecting cabinet officers should be a carefully thought-out process. These officers will determine your success; therefore you should consider only the best, most capable Lions who are most likely to work successfully with clubs. The selection process is yours to decide. Where more than one prospect is available, perhaps a process by which they apply for posts is best.

Revisit the current Cabinet portfolios and decide which are obsolete, which are appropriate and whether any additional portfolio might add value to your district.

Start with this process NOW as it will literally take you 12 months to get the right cabinet together.

Once you have selected your Cabinet, Officers must complete a personal details form for your District Directory, and forms for LCI, which need to be emailed to Oakbrook. The data also needs to be processed on the LCI website for Cabinet Officers.

Forward a letter of congratulations to each officer and submit a Job Description so that the officers know what is expected of them. It is also a good idea to include both your goals and the international theme for the year (if available)

The incoming Cabinet Secretary needs to obtain all relevant details for the District Directory, which should be completed by end May latest.

Full details of District Peace Poster and Christmas Cake Co-ordinators must be submitted at the November Council Meeting.

Prepare a club Visit Plan early. Try not to apply undue pressure on first-time presidents by visiting their first meeting.

Update and forward your CV in English and Afrikaans (if applicable) to your Cabinet Secretary to circulate to Lions & Leo clubs.

Design your letterhead.

Whilst you do not have to be an expert, a working knowledge of your District Constitution, the International Constitution, Multiple Constitution and Operations Manual will stand you in good stead. Ensure updated copies of each are always at hand.

Keep a "just in case" speech, and copies of various ceremonies when you attend functions, even those at which you are not expecting to do anything. It is embarrassing to be caught unaware. Always have up to 5 New Member kits with you and the induction ceremony.

When travelling by air, always keep your blazer and tie/scarf with you: if your luggage is lost, you'll at least have them with you.

TRAINING:

ASSIGNMENTS FROM INTERNATIONAL:

Assignments are done on line and are normally communicated to you by November/ December.

Time will set aside during Council Meeting Weekends for training. The DGE training usually takes place on the Friday afternoon prior to the council meeting ensure that you make yourself available. Aside from modules stipulated by International, there are aspects to your year that you need to be aware of, and for which you need to prepare. You're Council Chairman-Elect and the MD Coordinator for Leadership will work with you in this regard. A workshop will take place before the third Council meeting, specific training material will be received from LCI for this workshop.

At International Convention you will have a Group Leader responsible for your training, they may also ask for information during the year.

DISTRICT E-Book:

The District E-Book is available on the International website and is updated annually. This is a reference book which should be downloaded and a hard copy kept at your disposal during your term as 2nd Vice District Governor, 1st Vice District Governor and as District Governor. This manual has all the information needed to assist you in performing your duties.

ROLES OF THE VICE DISTRICT GOVERNORS:

1st VDG Role:

Serve as the key District Governor Team liaison to the Global Membership Team
Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.

2nd VDG Role:

Serve as the key District Governor Team liaison to the Global Leadership Team
Actively participate and inspire other district officers to administer and promote effective leadership development.
Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth.

OFFICER TRAINING:

All incoming Club and Cabinet Officers need to be trained. Everyone should know their responsibilities and that they are accountable for achieving objectives.

Share your objective and goals at the training session. Highlight your expectations for the year: these should support the objectives of the International President and Multiple District.

Do not be shy to let them know that non performers will not be acceptable and that if necessary, they would be removed by you.

PARTNERS IN SERVICE:

Partners in Service are supportive and extremely active: they play a vital role in the success of their counterpart.

- Involve them in the design / organising of the international parade and convention attire.
- They need to assist with the hosting of Council Meetings. Involvement at council meeting weekends during the year prior to International Convention is key to forming close relationships and making the International trip and the Year as Governor more Rewarding.
- They will receive Partners in Service Guide from LCI, which should be read prior to attending the International Convention.
- Partners in Service sessions will be held at International Convention.
- Partner in Service will host visiting Partners in Service during Council Meetings. Normally an outing of some sort is arranged. Cost is for the individual.

INTERNATIONAL CONVENTION

BOOKING YOUR TRIP:

Read all the correspondence received relating to the above make sure that you meet the deadlines in all your bookings. You will receive guidelines and instructions on how to book your flight. While a district has less than 1250 members, Oakbrook will only fund the trip to International for the Governor-Elect. Re-imbusement will therefore only be made in respect of the flight of the Governor-Elect and not for the Partner in Service. A contribution to the costing will be paid back from International however rules do apply so therefore you will have to check what the current rules are during your year for reimbursement for Partners in Service The current rule is that you get a \$ 500 reimbursement for your partner in service, at the END OF YOUR year, IF YOU SHOW A ONE MEMBER NET GROWTH, please keep an electronic copy of the air ticket and itinerary as they will want this as proof.

You will further receive an allowance for the meals that International does not provide.

As accommodation is paid by room, and not by person, accommodation for Partners in Service is paid by Oakbrook. Meals are only provided while at DG's School for yourself and not for your partner. No meals are provided at International Convention.

If you need to stay an extra night after convention due to flight schedules you will have to gain permission from International PRIOR to attending, otherwise you will be expected to pay for the nights accommodation.

INTERNATIONAL PARADE:

Assign responsibilities for the various needs early.

Nominate the parade co-ordinator as is required at the International Convention.

You should recover the banner used by your preceding delegation to International Convention, and ensure that it is handed to your successors upon your return A big South African Flag should be carried with the banner, It might also be an idea to acquire small paper flags or other novelty to be given to the people who line the streets.

The outfit that identifies the group should be bright and colourful - start preparing early. Make sure Multiple District 410 Southern Africa is visible on your outfits.

Delegates from other countries wear their national dress, try and adopt an African costume that will stand out in a crowd.

Before you leave SA, nominate a team member to arrange a visit to the South African Embassy. Take South African brochures (Tourism Guide) with you to share with DG's.

Each District should have a delegation joining them at the Convention. Find out soonest who will join the Parade as you have to book numbers early. They will also be required to wear the same outfit.

DGE SCHOOL:

You will receive communication regarding assignments, goals for Leadership and Membership needs to be completed and signed off by the Area Leader which have to be completed by certain deadlines. Read as much information that you can on the LCI website and Lion Magazine.

Start planning your year – “what do you want to achieve”.

Participation in DGE School is obligatory and takes the form of participative workshops. There are no tests to ascertain what you learn, and most of the content is known to our DGE's, but learning from fellow team members who come from all over the world is priceless.

Take note of the weather conditions at the Convention venue when planning uniforms.

DRESS CODE:

If you choose to have shirts made assign responsibility EARLY

Dress code for various functions is prescribed by LCI. It is traditional, however, for DGE's from MD410 to have a uniform dress code: it creates a good impression at international convention, makes it easier to identify the team and builds a good team spirit. For the more casual event a neat shirt is suggested in various colours - 4 should be sufficient as you can wash and wear. These shirts are often worn by the team at Lions functions in the year/s that follow/s – it serves as a reminder to all of the team spirit that holds firm for many years. Start designing early!

You will be expected to exchange small gifts with your classmates. These should be Southern African in nature, such as objects bearing the SA flag although something specific to your district is also a good idea (remember there are 4 of you from SA) Cost is around R25 – R30 each. The number you will need depends on your class size and varies between 10-25.. It is also tradition to give a gift to your Team Leader - R100 each buys a good gift, which is presented on behalf of the team.

There are formal (black tie) and theme evenings at International Convention. LCI will inform you of the themes prior to your departure. It always creates a good impression if all delegates wear the same kind of outfits.

For ladies it is suggested that you take extra outfits for both formal/smart events. (A smart pair of trousers and 2/3 tops). Many of the parties you will be invited to will require this type of clothing.

WORKSHOPS AT INTERNATIONAL CONVENTION:

Try to attend as many workshops as possible.

Try and stay together in transit to functions and to the convention, so that you are certain to be seated together. Alternatively, a team member should be nominated to reserve seating, but this is not always well accepted by other delegates. Know that you will never have been to functions of such magnitude, and finding your team in the masses can be very difficult and frustrating for the whole team. A good idea is to carry a SA flag to wave to attract other members of your delegation.

Attending International Convention as a DGE will almost certainly be the highlight of your Lionistic life. Make the most of every opportunity to learn and enjoy. Be sure that a good quality Digital Camera is a part of your person at all times for the countless "*Kodak Moments*" that you will want to record.

INTERNATIONAL CLAIMS – REIMBURSEMENT:

You will be given the necessary training at International with regard to reimbursement from International. Keep in mind that reimbursement from International will be approximately 30 days from receipt of Claim, which can be up to 30 days from date of mailing.

This means that you have to have to budget for two months of expenses prior to receiving any reimbursement from International. It follows that late or incorrect submission in claims will result in a further thirty to sixty day delay! Make sure to get it right AND on time, the FIRST time! Reimbursing cheques are sent via courier.

HOLIDAY:

If you are going to take a holiday whilst away at International Convention, it is suggested that you take your holiday **prior** to Convention because your District eagerly awaits your return, and your first cabinet meeting must take place within thirty days.

VISIT TO OAKBROOK:

If your International Convention is in the USA, it is a wonderful opportunity to visit International Headquarters. Make arrangements well in advance for a one-day visit to various departments with Nancy Gerhardt (e-mail address ngerhardt@lionsclubs.org).

CELLPHONES AND LAPTOP COMPUTERS:

Ensure that your model cellphone is compatible with the country that you're visiting, and arrange international roaming facilities. Same applies to your laptop.

Be aware though that every DGE is given a briefcase, you will have to find room for this in your luggage on return.

It is thus strongly advised to travel without hand luggage otherwise you will have problems with an additional briefcase.

PLANNING A COUNCIL MEETING IN YOUR DISTRICT

PLEASE DO NOT UNDERESTIMATE THE ENORMITY OF THIS TASK!!!

Each District hosts a Council Meeting. You (appoint cabinet officer, but continually monitor developments) will be expected to organise the following:

- Accommodation for all attendees – suggest that it be close to airport and in one venue. Should not exceed the equivalent of City Lodge rates, bearing in mind that the City Lodge will discount rates for bulk (5+) bookings Budget R700 per night.
- Transport to and from the airport
- Spouses program for Saturday: transport and outing. (All costs for own account).
- Organise dinner for Friday evening (All costs for own account).
- Organise the Council meeting. Council pays for teas and lunch to a maximum of R100pp, and pays for the venue transport to the maximum of R100 per person.
- The Saturday evening meal for the delegates and spouses is paid by the host District.
- Welcome goodie-bag comprising novelty items of snacks/refreshments/gifts are traditionally placed in the rooms prior to arrival for the Council of Governors, CS, CT, CCE & VDG's. (12). MDC's invited to attend the meeting may, at the discretion of the host Governor, be included.

Not all Cabinets budget for this expense, which should not by any stretch of the imagination be extravagant. The purpose of the goodie-bag is to welcome guests with something to nibble on or to drink before dinner, and perhaps a small memento of their visit. It is recommended that a limit with regard to price be set on goodie bags prior to the first Council Meeting.

COUNCIL PAYS FOR:

- Travel and single accommodation for Chairperson, Secretary, Treasurer and those MDC's who have been specifically invited to attend a meeting. Spouses travel at their own expense.
- Venue.
- Teas and lunch (liquid refreshments not included) to a maximum of R100pp for Chairperson, Secretary, Treasurer, Council-in-Waiting (5) and those MDC's specifically invited by Council. Visiting Lions should also be catered for, but cost is for their own account. Spouses normally enjoy their own programme, but if present for lunch, cost is for their own account.

THE HOST DISTRICT PAYS FOR:

- Their VDG's travel and accommodation to the Council meetings – each District will decide whether to pay for the VDG's spouse.
- Saturday dinner for delegates and spouses.
Note that when your District hosts the MD Convention the Banquet is on the Friday evening. However, the budget set aside by the Host District for hosting council may be allocated towards

dinner for the Council **and** Council-In-Waiting, who traditionally dine separately on the eve of the council meeting. This is up to the District, but would be a magnanimous gesture.

INTERNATIONAL PAYS FOR:

- Travel and accommodation expenses are paid by Governors and claim for reimbursement from Oakbrook.
- Make sure that accommodation is charged PER ROOM and not per person (this complicates the claim process from International). Note that International only reimburses up to 75\$ per night, so ensure that accommodation falls within that rate.

COMMUNICATION

MULTIPLE DISTRICTS:

Build a team, share with your fellow DG's, exchange ideas, support one another - it is not about who is the best, it's about how we can support one another to excel in all Districts - therefore making a greater difference to the people that we serve.

Your Council Chairperson is a part of your team and his/her role is one of support and guidance – not control. The council comprises 5 members each with an equal vote.

E-MAIL:

- Emails are a vital part of your life: you may expect to receive between 20 – 30 per day, depending on the size of your district. If left for too long e-mails become unmanageable, and will result in those trying to communicate with you becoming frustrated. If you are unable to attend to your mail because of absence, leave a message so that senders are aware that there will be a delay in response.
- Acknowledge receipt of mail that you do not immediately respond to.
- E-mail will keep you in touch with your district, but be sure to keep in touch by fax or snail-mail with clubs that have no e-mail facilities.

E-NEWSLETTER:

It is a good idea to send a monthly e-newsletter to your clubs.

GENERAL

DISTRICT GOVERNORS HONORARY COMMITTEE:

A DG may establish this committee to assist and advise when challenged with difficult issues in the District. The membership of this committee, appointed by the DG, consists chiefly of Past International Officers and Past District Governors within the District. The committee meets at the discretion of the DG and is chaired by the Immediate Past District Governor.

District Governor Team:

Meets once per month and consists of the executive of the District:

DG, 1st and 2nd VDG, Immediate Past DG, Treasurer, Secretary, DC's GMT and GLT and any other should not have more than 10 members.

SELECTION OF COUNCIL CHAIRPERSON:

If the election of Council Chairperson-Elect takes place in your term of Office, you must give 30 days notice of the meeting to all Past District Governors, which must take place prior to the February Council Meeting. The incumbent is notified at the February Council Meeting. Your role, if you are not standing for nomination as Council Chairperson-Elect, will be to chair this meeting and

to communicate the result of this Election. All Past District Governors are eligible to vote, but must be present in person at the meeting.

AWARDS:

It is imperative that you know the criteria for each award in your District. Make sure that you start tracking the awards with the support from Region, Zone and District Chairpersons in your district well before you are required to award them.

REPORTS:

In order to effectively manage your District you need to understand the following reports;

CLUB HEALTH REPORT:

This report is forward to the District Governor, 1st VDG and 2nd VDG during the second week of the new month. It covers Membership, Reports, Finance and LCIF. Membership section covers Current Membership, new, dropped and YTD net growth. Reports section covers MMRs, Activity Report and highlights missing email address of Club officers. Finance highlights outstanding balances. LCIF highlights donations made to LCIF. The summary section at the end of the report is very informative.

DISTRICT GOVERNORS RECAP REPORT:

This report reflects dues outstanding by club, by number of days outstanding. Please make sure that you follow up with your Region / District Cabinet Treasurer to ensure clubs do not go into Status Quo. Familiarise yourself with the Status Quo Policy in order to guide Clubs and Cabinet Officers.

CABINET OFFICES INTERNATIONAL EXCELLENCE AWARD APPLICATION:

Officers achieving these awards have an impact on you meeting the criteria for the DGs Excellence Award. Familiarise yourself with the requirements of the DG, President, Zone and Region Chairperson Excellence Awards and encourage all to achieve these awards.

EXECUTIVE SUMMARY INTERNATIONAL BOARD OF DIRECTORS MEETING:

At the four meetings held annually decisions are made that you should be aware of, as some will have an impact on your District. They are on the Website and will be forward to you electronically as well.

WEBSITES

The International and Multiple District websites are updated on a regular basis. Be sure to log on weekly, at least, as it is important that you are informed of all latest events. The MD website (lionsmd410.org.za) has a link to the International Website, so it will be logical to log on to the MD website first.

TEAMWORK

Be ever aware that as District Governor you are never alone. You have a Council, a Cabinet, a District Governor's *team* and a host of experienced Lions who are willing and able supporters, ready to assist upon request. Their non-activity should not be seen as lack of interest, but a desire not to interfere until summoned.

As District Governor, be aware, too, that even those close to you might suddenly not be certain how to act and react in the presence of a celebrity. It will be up to you to put them at ease.

Watch what you say – shooting from the lip can be ultra-destructive. Always put your mind into gear before putting your mouth in motion.

Finally – as logical as it may seem – failing to mingle with all at any gathering might harm the tenuous regard that others may have for you. They want to share time with you, but often don't know how.