

District Executive Guidebook

Vice Governor

1/1/2018

Governor Elect

Governor

Immediate Past Governor

General Information about Kiwanis International and EC&C

Welcome and congratulations on being elected to the office of Vice Governor. You are about to join the ranks of the leaders of the Eastern Canada and Caribbean District and Kiwanis International. You are following the footsteps of Alex H. Fitzsimmons of Ottawa who served as the First Governor of the Ontario-Quebec-Maritime District in 1918. (At that time the district boasted four clubs: Hamilton, Toronto, Ottawa, and Montreal.) In 1972 the District officially changed its name. That year Edwin Loberg of Niagara Falls became the first Eastern Canada and the Caribbean District Governor and Allen Duffield of Nassau was the first E. C. and C. Governor from the Caribbean. In addition to these roles of distinction, our district has produced Kiwanis International leaders.



« We never give back as much as we receive » –
Governor and International Trustee Pierre Laliberte

You are now entering into a four-year obligation, as you assume office as Vice Governor and it is hoped that this information will assist in guiding you through the process.



White House, Kiwanis members to discuss ways to improve communities April 29, 2015

Kiwanis International President Dr. John Button

General Information

Kiwanis International

Kiwanis International is headed by a Board of Trustees consisting of 21 members: 15 trustees, four elected officers, and an executive director. The trustees serve three-year terms, with five or six trustees elected each year.

The officers of Kiwanis International are the President, President-Elect,

Immediate Past President, Vice-President, Executive Director, fifteen (15) Trustees, and a District Governor from each district.

As a member of the Kiwanis International Council, The Governor and the other governors meet at the request of the Board of Trustees. Additional meetings may be called by the Executive Committee of the International Board of Trustees.

Duties and Responsibilities

Eastern Canada and the Caribbean –Duties of Vice Governor

Your year as Vice Governor

As Vice Governor, you need to spend the time becoming familiar with the KI and EC&C bylaws and policies and procedures. You will find your duties as Vice Governor outlined in the EC&C Bylaws, Article III, Section 7. This section is reproduced for you here:

" Section 7. The Vice-Governor has the further duties and responsibilities to give priority to such training, orientation, and other activities that focus on

education, leadership, and growth in order to prepare to later hold the offices of Governor-elect and Governor. This should include attending the training of incoming District officers."

Section 0.0 of the Policies and Procedures manual indicates that all District officers must undergo a criminal background check. The policy is reproduced here: "All Officers of the District are expected to undergo a criminal background check acceptable to the District and Kiwanis International. No officer may continue to serve with a background check that is not "clear". A criminal history background check is considered "not clear" if it indicates: a felony, misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature; involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. Kiwanis International criteria outlined in Kiwanis International procedure 197 should be used to determine if a background is "clear".

Here is information from the Policies and Procedures manual

Vice Governor -2.5

Allowance -2.5.1

The Vice Governor's Allowance is intended to financially assist the Vice Governor with the expenses of carrying out the responsibilities of his/her office. The Governor and Finance Committee shall prepare a request for an allowance supported by the annual budget presented to the Board of Trustees at their first meeting for approval.

Allowable Expenses -2.5.2

When supported by receipts or invoices, meals, entertainment and miscellaneous expenses, may be submitted to the District for payment or reimbursement.

However, expenses related to the following events will be handled as stated:

EC&C District Conventions and Board Meetings - travel, accommodation, meals, and registration costs for this event will be covered by the District.

All expenses of the Vice Governor's travelling companion are considered personal expenses except as allowed for by the budget.

Strategic and Long Range Planning Responsibilities -2.5.3

In addition to the duties as specified in the District Bylaws, the Vice Governor will assume the responsibility of the Strategic and Long Range Planning Committee at the discretion of the Governor and responsibility for any other portfolio as assigned by and on behalf of the Governor.

One of the things that you will notice is an increase in your volume of emails. Just about every week, you can expect an email from Kiwanis International (KI). You should ask your Governor and Governor Elect to copy you with everything that they receive. You will get continual updates and highlights of things going on in all parts of the Kiwanis family. You may continue to get weekly mailings as Immediate Past Governor, but the volume of materials will taper off, until finally, the volume is quite small, unless you volunteer to apply your expertise and knowledge by serving on International or District Committees. That will discontinue when you reach the end of the cycle. Actually, you stay on the KI mailing list forever. You can plan on always receiving mail from KI because you are one of the organization's leaders.

Next, you will receive a schedule for the EC&C District Board meetings. Current EC&C District policy allows one Face-to-Face meeting that will likely be held in August or September each year. The rest of the Board meetings are held

online using the GoToMeeting protocol and meetings are held about 10 months of the year. The time and dates are agreed upon by the Board each year. The Vice Governor has been tasked as the chair of the Strategic Long Range Planning Committee for the District. The reason behind this is that the Vice Governor is generally designing policy that would become part of District policy during his/her year as Governor.

Eastern Canada & the Caribbean –Duties of the Governor Elect

Your year as Governor Elect

A highlight of your year as Governor-Elect will be your training session(s) in Indianapolis. You will really enjoy this. First of all, KI picks up all your expenses, and arranges your transportation. And while there, you will be treated like visiting royalty. The training is first class, and you will be meeting many of the KI International Trustees and executive staff of the International office. You will receive a Guidebook from KI, which will be a constant reference for you.

Your International President (who was elected President-Elect at the last International Convention) will be the leader of this training process, and the real goal of this session will be to build your class of governors as the International leadership team. Plan to work hard, but have a great time doing during your time as a District leader.

Your International President may appoint a class president or the group may elect the president. Appointment to these offices is an honor, and the responsibilities that accompany it will extend far into the future, as they will serve in this capacity indefinitely. The duties for these posts include organizing the annual class reunion dinners at future international conventions, as well as keeping the communications going on class events, illnesses, deaths, etc. In

today's social media, several classes of Governors have established Facebook pages to maintain contact and share matters for discussion.

Your advance information on the training conferences will tell you to bring some extra luggage to take back all the materials you get. They mean it! You will get lots of goodies (see next paragraph) plus lots and lots of training materials. Plan on taking your largest suitcase, and perhaps a collapsible one for all the extra materials you will receive.

Something you need to plan for in advance will be listed in your training agenda as “exchange of mementos.” This means that you give each other goodies. This might mean a district pin, or one you have created. Take 75 or more. There are about 50 or so District Governors, but there will also be interpreters, International Trustees, staff people, etc., and you might as well plan on everybody getting one. Some people also bring tourist promotion stuff as well. There will likely be a line item in your budget for this, but it may not be enough. However, you get to keep all the mementos, so it's fair.

As mentioned above, one of the main goals of the conference is to build a team, with your International President as your leader. You will be amazed how, in just a few days, you, as a group of strangers from all over the world will come together as a family. It is really impressive. Spouses aren't invited to these training conferences, but they will be for everything else in the future. At that point it gets to be a much wider circle as they get to know each other and you start doing things as couples.

As Governor-Elect, the District convention is your staging point, where you will be responsible for the training of your team, and, following your installation, address the convention to communicate your themes or goals. You are responsible for the training of district officers-designate; the training of club officers and members at the District Convention; perform such duties and responsibilities as are currently prescribed or as may be amended in the future in the Kiwanis International bylaws, the Kiwanis International Board Policies

and Procedures, or the District bylaws and District policies and procedures; and, carry out such other duties and responsibilities as are from time to time assigned by the District Board of Trustees.

Here is the summary of information from the Policies and Procedures manual for you:

Governor – Elect -2.0

Allowance- 2.1

The Governor–Elect Allowance is intended to financially assist the Governor - Elect with the expenses of carrying out the responsibilities of his/her office. The Governor and Finance Committee shall prepare a request for an allowance supported by the annual budget presented to the Board of Trustees at their first meeting for approval.

Allowable Expenses -2.2

When supported by receipts or invoices, meals, entertainment and miscellaneous expenses, may be submitted to the District for payment or reimbursement.

However, expenses related to the following events will be handled as stated:

Governor–Elect Training – accommodation, meals, and registration costs for this event will be covered by Kiwanis International while the cost of travel is covered by the District;

KI Conventions - travel, accommodation, meals, and registration costs for this event will be covered by the District; and EC&C District Conventions and Board Meetings - travel, accommodation, meals, and registration costs for this event will be covered by the District.

All expenses of the Governor-Elect's travelling companion are considered personal expenses except as allowed for by the budget.

Responsibilities -2.3

In addition to the duties as specified in the District Bylaws, the Governor-Elect will assume the responsibility:

1. As the Service Leadership Program Coordinator.
2. To choose a Program Administrator(s) for each of the following Service Leadership Programs: K-Kids Club, Builders Club, Key Club, Circle K Club, Aktion Club and Key Leader Program for the year in which he/she will be Governor.
3. To appoint the Chair of the following District Committees for the year during which he/she will be Governor and approve the membership of these committees:
 - a. Finance;
 - b. Bylaws and Policies;
 - c. Education;
 - d. Visibility;
 - e. Strategic and Long Range Planning (Chair is usually the Vice Governor);
 - f. Translation;
 - g. Convention; and
 - h. Policy Review.
4. To appoint the Chair of other committee as required for the year during which he/she will be Governor.
5. For any other portfolio that may be assigned by the Governor.

Appointments

One of the early critical action things that KI will have you do is to select all your District Committee Chairs. You may want to have this completed when

you go to Indianapolis in November. While it is not mandatory to have these appointments completed by November but it would be helpful to you in the long run. KI needs the long lead-time, as they have to get all the names, addresses and other data into their computer system. You will need these people starting to plan for their commitment to you. You will find that this will take a lot of time. Don't underestimate it. You will spend many hours on the phone: calling people, missing them, calling back, etc. Your best source of advice will be the DST and the past governors. Another aid will be the district directories from the past few years from which you can select the names, addresses and phone numbers of recent lieutenant governors, past presidents, and past committee chairs. Another suggestion is to chat with recent lieutenant governors and ask them who they were impressed with, and who would be good candidates for district leadership. Many of us began to have conference calls with our committee chairs and lieutenant governors as soon as practical when you become Governor Elect.

One of the things most governors try to do is to get a balance of people from all over the district, as you fill these committee chairs. It may take some time, but you should try to get knowledgeable representation from all divisions taking into consideration geography, language, and culture.

One key post will be the convention chairperson. There is an established District Convention Committee, so you should know ahead of time where the convention will be when you are District Governor. Usually, your host city in the host division will tell you who your local convention chairperson is. Get to be the best of friends with both, and make sure that he/she is keeping on top of things.

You may feel, as many have in the past, that there are too many committee chairs that you have to appoint. There are some areas that are mandated by District by-laws, and others by International by-laws. There will be some others that KI will ask for, as part of your International President's personal goals.

Keep in mind, however, that this is also a form of political patronage, and your opportunity to reward some hard-working Kiwanians around the District.

On the topic of Sponsored Youth, you will also have to appoint, probably by February 15, Administrators of Key Club, Builders Club, K Kids, Circle K and Aktion Club. The Administrator of these sponsored youth groups is a Kiwanian who will work with the appropriate District officers. In EC&C, we have had some outstanding people hold these positions. However, burnout (or job conflicts, or family needs) can happen so that there will have to be some turnover. Talk to your District Governor for insight into how they are doing. Whatever you do, try to get these crucial appointments nailed down early in the process. If you should make any changes, the new Administrator will take-over after the Sponsored Youth Convention, so they work with the new District officers of their organization. (More on Sponsored Youth later). You should verify what the current District policy is for the length of time an Administrator can continue to serve.

Eastern Canada and the Caribbean –Duties of the Governor

The Governor of Eastern Canada and the Caribbean serves under the direction and supervision of the Board of Trustees of Kiwanis International and has all the responsibilities as chief executive officer of the District.



The leadership of the District of Eastern Canada and the Caribbean consists of a Vice Governor, Governor-Elect, Governor, and Immediate-Past Governor, Secretary/Treasurer, ten District Trustees and twenty-six Lt. Governors.

The district is further divided into 26 divisions, comprising 5 to 20 clubs and headed by a lieutenant governor. Clubs have boards consisting of a President Elect (and/or Vice President), President, Immediate Past President, Secretary, Treasurer, and typically about five directors.

The District Governor has the duty of furthering the Objects of Kiwanis International and is the CEO of the district. In addition the Governor promotes the interests of the clubs, mentors their successor, and promotes the district model; the Governor plans and develops the general program for the district convention and conferences with the advice and consent of the district Board of Trustees.

The Governor presides at all conventions and meetings of the District Board of Trustees; attends all Conventions, Conferences, and will attend the International Council Meetings of Kiwanis International (if any are held) as a voting member (in accordance with the International Bylaws), is a member of the Executive and Finance committees and an ex-officio member of all standing and special committees. The Governor performs such duties and responsibilities as are currently prescribed or as may be amended in the future in the Kiwanis International bylaws, the Kiwanis International Board Policies and Procedures, or the District bylaws and District policies and procedures.

CONVENTIONS



Distinguished Governor Hope Markes at the Kiwanis International Convention

International Convention

Attending International Convention is important for the Vice Governor, Governor-Elect and Governor.

As Governor Elect, you will need to pay particular attention to the programs and policies that your International President will announce. You will also have team meetings with your class of

governors and International President. As Governor, you will have VIP seating for most find the International Convention to be an incredibly busy and fun experience. The Governor will have a complimentary hotel suite at your District's hotel. The suite may be used for meetings throughout the convention.

At the opening of the International Convention, you will cross the stage of the Convention Center. Your spouse may be asked to accompany you on the stage. As leader of your district, you will need to attend all the sessions recommended by your International President. Members of your delegation will also be looking to you for leadership and advice on voting in the elections. If you are receiving awards on behalf of your district, you will be notified as to when and where to appear for those awards. It is important to relax and enjoy being with the many friends you have made throughout the Kiwanis world.

District Convention



As Governor, it is you who will:

- develop and supply the business agenda with the Governor Elect to the Convention Host Committee
- chair all Board of Trustees meetings and elections
- host receptions as deemed necessary
- participate with District Convention Committee in planning the content of the convention

Within the four-year cycle, you will experience different phases of convention responsibilities. As Governor-Elect, you will be training your new team as well as planning forums to enhance your goals. You will be working closely with your governor and convention chair.

Following your formal installation you will have an opportunity to address the convention in order to communicate these themes and goals.

It is the Governor who is the convention leader. In addition to your other duties, you will chair board meetings and delegate sessions, and be available for all delegates. You will need to plan to escort the visiting International Trustee and spouse at the District Convention.



A touch of Canadiana!

Distinguished Governor Hope
at the 2013 District
Convention in Charlottetown,
PEI.

As District Governor, the convention is your show. You preside at all sessions, attend all functions, participate in everything, and enjoy it all. The visiting International Trustee will be your guest, even though (s)he will be working with your successor after the convention. Your planning for the convention needs to begin at least a year prior. Obviously, you and the convention chairperson have become the best of friends, and you can work with each other closely, so that you can respond to last minute problems and glitches and there are plenty of last minute problems and glitches. It's how well you deal with them that will determine that it was really a well-run, fun occasion, and something both enjoyable and educational.

As Immediate Past Governor, you will hand out awards to your Distinguished Lieutenant Governors, Club leaders, and other such people that helped during your Governor year.

As Immediate Past Governor you sit at the head table, but your main function will be to hand out awards to people and clubs for their efforts during your year. You will need to plan and coordinate with the Governor and the Convention chairperson where the presentations will happen.

Once you're done you can enjoy yourself. You will remain a member of the District Board of Trustees for one more year; assist the Governor whenever called upon to do so; and, carry out such other duties and responsibilities as are, from time to time, assigned by the District Board of Trustees.

Tips when planning conventions:

- Everything takes longer than it should. Keep that in mind when planning the schedule of events. Schedule quiet time and don't try to include everything; there isn't enough time. You will be asked to attend many functions and events at conventions and throughout your year as Governor.



Governor Pierre taking the time to listen.

- Take time to actively listen.
- During your time as the Governor, there will be times when it is necessary to graciously decline an invitation due to your schedule. That's OK. Do not feel guilty. Consider asking the Vice Governor, Governor Elect or Immediate Past Governor to attend on your behalf. Remember we are a vast District and travel costs can be excessive.
- KISS. Keep it Short and Simple. You will have to get up and address the convention on many topics, many times. Plan ahead what you are going to say, say it, and sit down. A good speaker is one who can "Stand tall, speak out, and sit down quickly."
- Avoid "I" and "my"

Recognizing and Celebrating Success

Each year Kiwanis International recognizes clubs, divisions and districts through the Distinguished Program as well as other forms of awards and recognition.



Governor Janet sharing the Governors pin

The Governor's Pin is created by the governor in order to connect, inspire and advocate Kiwanis members and to recognize success. The Governor presents a recognition lapel pin at his/her discretion. You may decide to use the District pin instead of your own distinctive pin.

Awards and Recognition

The district encourages the recognition of exceptional achievement in the District, Divisions and Clubs through honours and awards. Awards are annual and are given for the recognition of projects or accomplishment conducted within that 12 month period. All awards must be approved by the District Board. This does not preclude a Division from having awards for clubs within that Division.

It is the Achievements and Awards Committee that is responsible for determining the winners of the various approved awards. The committee may call upon any award sponsor or member of the District to assist them with the selection of the winner.



Distinguished Governor Hope at the Club's Charter celebration.

Representing Eastern Canada and the Caribbean

Promoting the District

The governor promotes the District of Eastern Canada and the Caribbean and represents Eastern Canada and the Caribbean throughout Kiwanis International. At the request of the Kiwanis International president, the governor hosts the KI president's visit to our Eastern Canada and the Caribbean, welcomes Kiwanis visitors from outside the district and meets with other governors at Kiwanis International events.

International President's Visit

The International President visits the District in rotation with other districts. If this visit falls in your year, you should inform the International President prior to the visit of the activities scheduled, accommodations, the timetable, and type of dress, etc. Keep in contact with the International President about things of interest from your District.



Distinguished Governor Peter experiences the uniqueness and diversity of the 17 countries within our district.

Allow time to unpack and rest (they have an incredibly busy schedule, and quiet-time for just being alone and unwinding is rare). Pick them up at the airport, and deliver them back to the airport, or at least make sure that arrangements for this have been made. You will host the International President's spouse during their visit. JUST BE YOURSELF! You will get much more information about this from

Kiwanis International if your year is the year scheduled for an official visit.

Governor's Official Visit

The purpose of the governor's official visit is to connect and provide support to club members and leaders within the division and region.



A region wide celebration is often held at this time with the governor being the guest of honor. This is hosted by the Lieutenant Governor and the clubs in his/her division. Clubs in other divisions within the region are invited and warmly welcomed. There is a wide range of types of official visits within our district and this is an excellent opportunity to showcase and celebrate the accomplishments of the region.

The Governor visits one-third of the Divisions each year, in rotation with other regions, according to the following table. The Governor is responsible for transportation to and from the Division and the Division is responsible for accommodation, meals and transportation for the Governor and their partner during the visit. A typical visit is three to four days including the day of arrival and departure. Visits may be extended with the agreement of the Division and Governor. The Lieutenant Governor will perform host duties during the Governor's visit. The regional Trustees are not obligated to attend the visit though most like to do so. Ideally this visit would be a regional visit and other Divisions would be invited.

For the 26 divisions in our District, here is the 6 year rotational schedule for the Governor's divisional visits:

Visitation Year	Divisions to be Visited
2016-17	5, 6, 10, 13 17, 21, 22, 25, 28
2017-18	1, 3, 8, 11, 14, 18, 23E, 23W, 26
2018-19	2, 4,9,12,16, 20, 24, 27, 27C
2019-20	5, 6, 10, 13 17, 21, 22, 25
2020-21	1, 3, 8, 11, 14, 18, 23E, 23W, 26
2021-22	2, 4,9,12,16, 20, 24, 27, 27C

Many recent Governors have planned their visits based on his/her availability but also in conjunction with the Division LG. Since our District conventions are generally in May each year, previous Governors suggest that visits be completed before May 1.

Bringing Kiwanians Together

The governor plays a fundamental role in promoting the Kiwanis identify by supporting and promoting the values found in the Objects of Kiwanis, the diversity within our district, and inclusion by recognizing the many cultures within our district. The governor travels extensively throughout the district, taking part in a variety of events, meeting with Kiwanians and their clubs and discussing issues of concern.



Distinguished Governor Peter making a difference.

The governor encourages Kiwanians to build a compassionate district and to work together to create strong and generous leadership. By meeting with Kiwanians during visits, by taking part in club, division and regional projects, and by listening to the concerns of Kiwanians, the governor encourages dialogue and leadership, promotes the Kiwanis identity and fosters unity and growth.



Governor's Smart and Caring Support Team

Board of Trustees

The District Board of Trustees consists of the Governor, Governor-elect, Vice Governor, Immediate Past Governor, Secretary- Treasurer, District Trustees and the Class President of the Lieutenant Governors. Their role is to assist the Governor and, as representatives of the Governor, the board shall have full responsibility under the direction of the Governor in supervising the district executive work in their respective regions. In addition they will perform other duties as may be assigned to them by the Governor or the Board of Trustees.

The governance model in Eastern Canada and the Caribbean is made up of ten elected Trustees representing each of the ten regions in the District.

The Trustee's interaction with the Divisions or clubs involves policies, procedures, bylaws, finance, and governance matters related to the District. The Board of Trustees has one face-to-face meeting each year, usually before October 1, chaired by the governor, at a geographically central venue. It is not required that this meeting takes place at District Convention. The Board may choose to meet for face-face meetings at any time during the year.

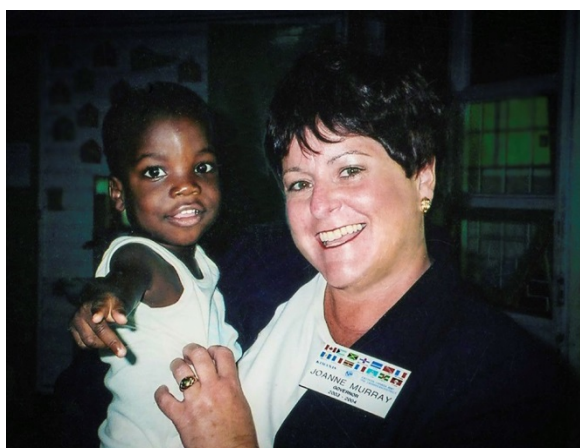


Governor Janet at a Divisional Caucus meeting

Eastern Canada and the Caribbean Board of Trustees Meeting 2012-2013

Lieutenant Governors

It is the Lt. Governors who represent the Governor. They are under the direction of the governor at the division



Governor Joanne Murray sharing a special moment.

level, are responsible for their respective divisions and report to the governor. They perform the duties and responsibilities that usually pertain to such office or as may be assigned by the Governor or District Board of Trustees. The LG's work with their District Trustee to develop a meeting prior to the District Convention to be held within the region for the purpose of conducting the region's business and education.

Lt. Governor Training

The Eastern Canada and the Caribbean District Lieutenant Governor Training Coordinator is the assistant to the Governor-elect for the purpose of developing the three component training curriculum for Lieutenant Governor Training, to ensure the participants are fully prepared to take office October 1st.

Duties

Working with the Governor-elect at all the times, the duties of the Lieutenant Governor Training Co-coordinator include:

- Identifying the LG training needs for the administrative year related to the specific goals of the incoming Kiwanis International President and the Governor-elect
- Identifying the unique issues of the LG's role in E. C. and C. that are not outlined in the Kiwanis International training material
- Developing a training plan related to the 3 components of the E. C. and C. Lieutenant Governor Training Curriculum
 - Component 1 - pre classroom training delivered electronically three months prior to training conference (includes details re: election of class chair)
 - Component 2 – classroom training delivered at LG Training Conference

- Component 3 – post classroom follow-up in August and September prior to the start of the new administrative year (includes follow up plan with LGs unable to attend classroom training)
- Developing the Lieutenant Governor Training Conference agenda accordingly
- Confirming attendance of participants
- Connecting the Kiwanis International staff member participating in the training conference, co-coordinating accordingly
- Identifying presenters for LG Training Conference agenda and contacting them on behalf of the Governor-elect regarding allotted time, equipment needs, etc.
- Working with the District Office regarding the arrangement of the training conference room and set up, lunch location separate from conference room, refreshments, meals, signage, required equipment, etc
- Contacting KI re delivery of KI training materials
- Preparing all hard copy materials required for Training Conference
- Preparing electronic training packages for Components 1 and 3 for delivery by the Governor-elect

Past Governors' Committee

The PG Committee is a strong source of inspiration and guidance to the Governor.

The chair of the PG Committee is typically the PG who was the IPG in the preceding Kiwanis year.

It is the Past Governors Committee that reports to the District Board of Trustees its conclusions on all matters referred to it by the Governor or by the Board of Trustees. It also suggests topics for consideration to the Governor or the Board of Trustees and requests approval to have them studied and a report prepared.

Committees and Chairs

Committees and chairs are established by the incoming Governor, according to the E.C. & C. Bylaws and Policies & Procedures, and will be confirmed by the Governor's Board of Trustees at their first Board Meeting. These are to be selected prior to Governor training. Sources of advice may include the DST, past governors, recent lieutenant governors, past presidents, and past committee chairs. A balance of knowledgeable representation from the district is encouraged.



Dorothy McIlravey, wife of Governor Chuck;
"Improving the World – One Child and One
Community at a Time"

The purpose of these committees' chairs is to assist the District Governor and the District Trustees

Other Considerations

As mentioned previously, plan to escort the visiting International Trustee and spouse at the District Convention. There is, usually, some exchange of gifts. The District

presents a gift for the International Trustee, which is a budgeted item. However, you may wish to make a personal gift to the Trustee's spouse. Keep in contact with the International Trustee's Partner on things of interest from your District.

Many District Governors will present small mementos to their team (Past Governor, Governor-elect, DST, and Lieutenant Governors), and you should probably be involved with this process. You might consider having some local craft person do



Governor Janet with Ken at the district convention in Barbados.

something special. Milton and Joan had a local potter make a pair of mugs, specially designed, for their team members. Elke and Paul designed a photomontage of all members of the Board of Trustees.

During this four-year period, you will be spending a lot of time together traveling with your partner. Most Divisions in our District expect the spouse to be with the Governor as this is special for the partners in the Region. Hopefully, you will find this a special period in your lives together, and a shared experience the two of you will long remember and cherish.

DO:



Enjoy the opportunities to travel and meet people. Kiwanians are great people to know.

When you attend future International Conventions, there will be annual “class dinners” set up so you can meet annually with all the people in your Governor’s group. These get to be very special events as the years pass.

Correspond by e-mail or telephone with the incoming Lt. Governors’ Partners very early in the year.

Managing the administration portion of the Governor’s job is challenging at times. To avoid any frustration, keep focused on what Kiwanis is all about.

Always be prepared with a written grace or benediction to give if called upon.



A Hat Trick! Three Lt. Governors from Governor Joanne’s class of Lt. Governors have become Governors.

Your budget is funded by the members of the District. Ensure there is a plan that results in a positive outcome for every dollar spent.

Take along thank you notes to write in the car or on the plane as you leave an event

Keep a diary of your year.

BE YOURSELF. People will love you for that alone, not for what you do or how you look.

Have fun! There's lots of work and a lot of time commitments during the cycle, but take time to have fun, too.

Realize there is life after Kiwanis. You will eventually find that you can go on a trip or vacation that doesn't involve a Kiwanis event.

Service Leadership Programs



Remember that

Distinguished Governor Elke McCumber sharing a laugh.

the Governor Elect is in charge of all Service Leadership Programs in EC&C

Key Club

One of the more satisfying aspects of the Governor job is associating with our service leadership programs. It will take a



Glen Bagnell, Past Governor and International President; For those who say someday I would like to give something back to my community, remember there are only 7 days in a week and none are called "Someday".

good amount of your time, but it will be good time.

With four Key Club Districts, EC&C has the most diverse Service Leadership Programs in Kiwanis International. The Districts are: Eastern Canada, The Bahamas, Jamaica, and the Carib-Atlantic

Key Club has an organization parallel to Kiwanis. Their organization is exactly setup as our District (Governor, Secretary, Treasurer, Lt.Gov etc) The Key Club year starts in April, and runs through to March. Their District Convention is in mid to late March, and the end of the convention basically ends their year. As Governor-Elect, if time permits, you will be installing the new district officers. This team of officers will be considered part of your team, and this really when you begin to take over as governor. Conversely, a year later, when your team is retired, it's the beginning of the end for you!

Within a few weeks after the Key Club convention, the Key Club Administrator will hold a weekend training session for the new district officers. As this is your team, you should be there if at all possible for at least for part of it, so you can get to know each other. You will also be impressed at the level of training these kids receive. If we could get Kiwanis Lieutenant Governors to take similar training, we'd see some real changes in Kiwanis!

The Youth Administrators will (should) invite you to all their functions. It is important for you to attend as many events as possible for the sake of the Youths, mark your calendar early you will really enjoy their functions. Remember to suggest the Vice Governor, Governor or Immediate Past Governor if you are not able to attend an event.

If it seems as if you're spending a lot of time running to Key Club activities, you're right. You won't regret a minute of it. The kids will think you're God, and you will get to know the absolutely best kids in EC&C. You will give and receive the most hugs of your life.

Circle K

Circle K is our other principal sponsored youth organization. Whatever we have said about Key Club goes for Circle K. Except that it's completely different!

Circle K is our college/university sponsored youth organization. So right away, there are some major differences from Key Club. They're older, more independent, living away from home (or if living at home, they're no longer under the old curfew rules), more laid-back, and faced with many more demands on their time and talents than ever before.

So...Circle K members are in college, older and more mature, they don't need as much attention as Key Clubbers. Right? Wrong, again, Governor Elect, breathe!

Something right off the bat, and let's be honest about it. Key Clubs frequently thrive and prosper because they're at the high school, and under the guidance of a good faculty person. In other words, Key Clubs work, sometimes with, sometimes, in spite of the support from their Kiwanis Club.

At the college/university level, the Circle K Club will have a faculty advisor on their roster. But, it is the rare Circle K Club that ever sees their faculty advisor. Circle K needs the help, support and encouragement of their sponsoring Kiwanis Club desperately.

In terms of travel commitments, you will have some of the same commitments that you have for Key Club. Their year starts April 1, and, essentially, their new District officers take over after their annual District Convention, which in past years has been in mid to late February. They usually have a fall trainer for local club officers. Again, the slate of officers you swear in at the convention will be **your** team.

Builders Clubs

Our District has a phenomenon in the Builders Clubs and they are growing in leaps and bounds. These clubs are made up of students in the elementary

schools. Keep in contact with your Chair and try to visit them as often as you can, after all they are our future.

K Kids

They are, relatively speaking, the new kids on the block. KI introduced the program recently. These are our youngest members within our family. They are primary school students.

Contact your Chair and plan a visit as part of your official visit to the divisions.

Aktion Clubs

Aktion Clubs are the newest addition to the sponsored youth program. Aktion Club is a community-service group for adult citizens who are differently-abled. The mission of an Aktion Club is:

- To provide these adults an opportunity to develop initiative and leadership skills.
- To serve their community.
- To be integrated into society
- To demonstrate the dignity and value of citizens who are differently-abled..
-

Aktion Club members strive to return to their communities the benefits, help, and caring they have received, as well as develop important skills in the process.

Due to the members' different abilities, Aktion clubs require an extensive amount of coordination and supervision by sponsoring clubs..

Resources

Your Kiwanis International President

International Board Counselor

Kiwanis International Staff

District Leaders

District Governor Reference Binder

International and District Bylaws and Policy and Procedures manuals

Governors'-elect Education Conference

KIWANIS Magazine

District History

Kiwanis International and District Conventions

Kiwanis International website: www.kiwanis.org

EC&C website: www.kiwanisecc.org

Acknowledgements:

This handbook is just a bare beginning. It is hoped that each year the governor will add to this book, providing information, pictures and events so that their successor will be better able to understand their role as Governor.

Many parts within this guide are adapted from the previous handbooks written by Governors Elke McCumber, Milton Peach, Janet Atkinson Des Roches, Hope Markes and Hazel Brandon. Other material can be found in the Kiwanis International and District Bylaws and Policy and Procedures.

And to those Governors whose turn has yet to come, thank you for continuing to share the leadership, excitement and challenges of being Governor of our great district of Eastern Canada and the Caribbean.

Allen Ure, Governor 2015-2016