Kiwanis
EASTERN CANADA AND THE CARIBBEAN DISTRICT
L'EST DU CANADA ET DES CARAÏBES

2026-2027 Lieutenant Governor's Quarterly Discussions With The Club Presidents

6 Page Package

One of your most important responsibilities as Lieutenant Governor is to have a planned, Quarterly Discussion with each of your Club Presidents. The purpose is to have a meaningful review with each President regarding the service projects, fundraising projects and administration activities of their clubs during the quarter being reviewed.

The items to be discussed are guided by the four "Discussion Item Sheets" included in this package – a unique sheet for each quarter. This package was developed by your class of Lieutenant Governors at the Lieutenant Training Conference held April 2026 in Toronto.

The quarterly contacts you will have with your Clubs Presidents provide you with the opportunity to provide positive feedback to your Presidents regarding their club's accomplishments and to discuss remedial plans if necessary, to address areas of concern. Your assessment, based on those discussions, will assist you in identifying the health of each club in your division and enable you to submit an informed report to Governor Sharon Williams Smith.

The items you will be discussing with your Presidents are based on Kiwanis International's Strategic Plan – 1. Membership and Engagement, 2. Leadership and Education, 3. Community Impact, 4. Branding and Image, 5. Financial Viability. Section 6 – Administration, has been added by ECC. These are the same items to be followed by the Club Presidents when developing their Club's Strategic Plans at the annual President's Planning Conference.

The Quarterly Roll-Up Report is designed to summarize the discussions with your Club Presidents and should reflect the information in the quarterly reports the Club Secretaries submit to KI. The roll-up will produce a simple report for Governor Sharon' s review. The report is found on the Eastern Canada the Caribbean District website.

Accessing the Quarterly Roll-Up Report:

- Go to the Home Page and scroll down to **MAIN MENU** on the left hand side of screen
- Click on **RESOURCES**
- Click on **LG DISCUSSION**

Your contacts with your Club Presidents are to be completed throughout the month following the quarter being reviewed with one exception - which is **the last quarter** as indicated below:

- **October, November, December – Discussion Report due to the Governor by January 31st**
- **January, February, March – Discussion Report due to the Governor by April 30th**
- **April, May, June - Discussion Report due to the Governor by July 31st**
- **July, August - Discussion Report due to the Governor by September 15th**

GREEN Assessment of Discussion Item – plans are moving forward to achieve anticipated goal

YELLOW Assessment of Discussion Item – needs to be monitored and followed-up to support achievement of anticipated outcomes

RED Assessment of Discussion Item – immediate action plan needed to remediate identified concerns regarding the achievement of a positive outcome

The automated **"Quarterly Roll-up Report"** is found on the District website. It is to be used to report only identified **RED ITEMS** to Governor Sharon. These will be the items that require immediate and remedial action.

REMEMBER - There are **293** clubs in our District. Ensure your reports are informative but concise. This process provides Governor Sharon with information regarding issues and concerns that may be occurring in your Division so that she can do the follow-up with you. If there are significant concerns (hopefully not,) she may need to manage a large volume of information.

PLEASE NOTE: It is your choice as Lieutenant Governor, whether or not you will present Quarterly Awards to your clubs for outstanding achievement based on the Quarterly Discussions. The District no longer provides banner ribbons for this purpose.

For Your Reference:

Service Leadership Programs : Kiwanis International Service Leadership Programs are Circle K, Key Club, Builders Club, K-Kids and Aktion Club.

Definition of an Interclub Meeting: Kiwanis International defines an Interclub Meeting as one which is attended by two or more Kiwanis clubs, including clubs "in formation" or by a Kiwanis Club and any Aktion Club, Circle K Club, Key Club, Builders Club and K-Kids Club.

A. For clubs having a membership of twenty (20) or less members, a minimum of two (2) members in attendance will be required to constitute an Inter-club meeting.
B. For clubs with a membership of twenty-one (21) to thirty (30) members, a minimum of three (3) members in attendance will be required to constitute an Inter-club meeting.
C. For clubs with a membership of thirty-one (31) or more members, a minimum of four (4) members in attendance will be required to constitute an Inter-club meeting.

Definition of an Education Item: Information items prepared and presented at Club Meetings, that enhance the members' knowledge of Kiwanis, including its purpose, outcomes, history, structure of the organization, fundraising and service project ideas from other clubs, etc.

If you have any questions, please contact Lieutenant Governor Training Co-ordinator Joanne Murray - joanne.murray@rogers.com or **519-752-7941.**

QUARTER 1 - October , November, December

Discussion With the Club Presidents

Due Date - January 31, 2027

Club Name:
President's Name:
Date of Review:

Discussion Items - Based on The Strategic Plan	√ RED √ YELLOW √ GREEN
Section 1 - LEADERSHIP AND EDUCATION • Members aware of 2026-2027 goals for the District, Division and Club • Youth Protection Guidelines shared with the membership (required) • Annual Club Planning Conference to be held prior to October 1, 2026 • Training for the club's Board Members and Incoming Committee Chairs completed • Attendance at Divisional Council Meeting held in the quarter • Interclubs – hosted or visited • Ongoing mentoring for all members new to their position for the 2026-2027 year • Kiwanis Education Items at regular club meetings or included in club bulletin	
Section 2 - COMMUNITY IMPACT • Service Leadership Programs • Service Project for children or the community with focus on "Early Learning: • Fundraising Projects to support an identified need • Signature Project Plans to address an identified need	
Section 3 - BRANDING AND IMAGE • Club has a Marketing Chair and Committee • Club has an effective, viable written effective Marketing Plan approved by the Club's Board • Ongoing effective Club Marketing Plan, Activities and Events that support Signature Project, membership and club events	
Section 4 - FINANCIAL VIABILITY • **2026-27** Club Budget Approved by Board of Directors in accordance with Club Bylaw 8.2 • Dues paid in full to Kiwanis International by November 30th **(NOTE: there is no other date)** • Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed • Dues paid in full to support Division expenses including LG and LGE expenses • Club Financial Review for **2025-2026** year, completed in accordance with Club Bylaw 8.3	
Section 5 - MEMBERSHIP AND ENGAGEMENT • Club has a Membership Chair and Committee • Club Membership Plan Template completed and submitted as required by **December** 31st (reference - September 1st e-mail from KI to Membership Charis and copied to Club President • First quarter action items in the Membership Plan completed • New Member Orientation Package/Presentation specific to your club updated for 2026-2027 • Possibility of sponsoring a new club • Members added in the quarter • Members deleted in the quarter • New members engaged in a club committee and receiving ongoing support • New club sponsorship possibility • Retention – ongoing, planned recognition members' accomplishments by President	

QUARTER 2 - January, February, March

Discussion With the Club Presidents

Due Date - April 30, 2027

Club Name:
President's Name:
Date of Review:

Discussion Items - Based on The Strategic Plan	√ RED √ YELLOW √ GREEN
Section 1 - LEADERSHIP AND EDUCATION • New Member Orientation • Interclubs – hosted or visited • Attendance at Divisional Council Meeting • Club Education Items at meetings or included in club bulletin • Ongoing mentoring to the President-elect (and Vice President if your club has this position in accordance with Club's bylaws) • Kiwanis Education Items at regular club meetings or included in club bulletin • Planning and preparation for Leadership Month activities in June • Promotion of upcoming conventions: District 13 to 17 - Paradise Island Bahamas; Kiwanis International – Dallas Texas , June 16 to 19	
Section 2 - COMMUNITY IMPACT • Service Leadership Programs • Service Project to support and identified need • Fundraising Projects to support an identified need • Signature Project Plans that meets all criteria required for a Signature Project • Submission made for **2025-2026** Signature Project Contest (previous administrative year)	
Section 3 - BRANDING AND IMAGE • Ongoing effective Club Marketing Plan, Activities and Events that support Signature Project, membership and club events	
Section 4 - FINANCIAL VIABILITY • Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed • Reminder - Financial Report to be prepared and delivered to membership at the Club's Annual General Meeting	
Section 5 - MEMBERSHIP AND ENGAGEMENT • Club on track to meet the membership goal for the year • Members added in the quarter • Members deleted in the quarter • New members engagement in a committee • Retention – ongoing, planned recognition members' accomplishments by President	

QUARTER 3 - April, May June

Discussion With the Club Presidents

Due Date – July 31, 2027

Club Name:
President's Name:
Date of Review:

Discussion Items - Based on The Strategic Plan	√ RED √ YELLOW √ GREEN
Section 1 - LEADERSHIP AND EDUCATION • New Member Orientation • Implementation of Leadership Month suggestions provided by KI • Interclubs – hosted or visited • Attendance at Divisional Council Meeting • Club Education Items at meetings or included in club bulletin • District Convention Attendance – Paradise, Bahamas • Kiwanis International Convention Attendance – Dallas, Texas • Club Annual General Meeting held prior to May 15 • The President-elect and Vice President (if applicable) elected for 2026-27 administrative year • Club election report submitted to District Office	
Section 2 - COMMUNITY IMPACT • Service Leadership Programs • Service Project for children or the community to support an identified • Fundraising Projects to support an identified need •	
Section 3 - BRANDING AND IMAGE • Effective Club Marketing Plan Activities and Events	
Section 4 - FINANCIAL VIABILITY • Financial Report delivered to membership at the Annual General Meeting • Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed	
Section 5 - MEMBERSHIP AND ENGAGEMENT • Status of Membership goal for the year • Possibility of sponsoring a new club • Members added in the quarter • Members deleted in the quarter • New member engagement in a club committee • Activity in June in recognition of Leadership Month • Club on track to meet the Membership Goals for the year • Retention – ongoing, planned recognition members' accomplishments by President	
Section 6 – ADMINISTRATION • Annual General Meeting held in accordance with Club Bylaws including election of a full slate of officers for 2007-2008 administrative year. • Club reports filed for April, May and June	

QUARTER 4 Club President Contact - July and August

Discussion With the Club Presidents

NOTE Due Date – SEPTEMBER 15, 2027 (to be completed in the first 2 weeks of September)

Club Name:
President's Name:
Date of Review:

Discussion Items - Based on The Strategic Plan	√ RED √ YELLOW √ GREEN
Section 1 - LEADERSHIP AND EDUCATION • New Member Orientation • Interclubs – hosted or visited • Ongoing Mentoring to President-elect • CLE Training Attendance – Incoming President? President-elect? Secretary? Treasurer? Membership Chair? • President Designate has set and announced the date of 2027-2028 Club Planning Conference	
Section 2 - COMMUNITY IMPACT • Service Leadership Programs • Service Project for children or the community to support an identified • Fundraising Projects to support an identified need • Outcomes of Club's Signature Project	
Section 3 - BRANDING AND IMAGE • Success of the Marketing Committee's plan throughout the year	
Section 4 - FINANCIAL VIABILITY • Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed • Preparation of draft club budget for 2026-2027 administrative year completed and approved in principle	
Section 5 - MEMBERSHIP AND ENGAGEMENT • Membership outcomes for the year – will the club's goal be met by September 30th? • Retention – ongoing, planned recognition members' accomplishments by President	
Section 6 - CLUB ADMINSTRATION • Club reports for July and August filed; on track to file September report • President's Membership Recognition • Plans in place to extend year-end "thank you's" and acknowledgements to the club members • President and Board have reviewed all club activities to ensure a "Strong Finish" for the year	