



# Kiwanis®

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

## 2024-2025 Lieutenant Governor's Quarterly Discussions With The Club Presidents

**NOTE Updated version – September 4, 2024**

### 6 Page Package

One of your most important responsibilities as Lieutenant Governor is to make an individual contact with each of your Club Presidents on a quarterly basis. The purpose of the quarterly contact is to have a meaningful discussion with the President regarding the service projects, fundraising projects and administration activities of their club during 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. The contacts will provide you with the opportunity to provide positive feedback to the President regarding their club's accomplishments and to discuss remedial plans regarding areas of concern. Your assessment, based on those discussions, will assist you in identifying the health of the clubs in your division and enable you to make an informed report to Governor Pam Rodney-White.

**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 roll up report of your discussions is found on the District website. It provides space to record comments regarding the **Red Items** identified and the remedial action discussed. Governor Pam will be able to review those notes when she receives your report.

### [Accessing the Quarterly Roll-Up Report on the Eastern Canada and the Caribbean District Website](#)

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

The items you will be discussing with your Presidents are based on Kiwanis International's Strategic Plan (Reference pages 5 to 7 in the Leadership Guide.) 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. **REMINDER NOTE:** The Planning Conferences are to be held in August or September 2004 in preparation for the new administrative year. (Reference page 21 of the Leadership Guide)

Your contacts with the 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 Governor Pam by January 31<sup>st</sup>**
- **January, February, March – Discussion Report due to Governor Pam by April 30<sup>th</sup>**
- **April, May, June - Discussion Report due to Governor Pam by July 31<sup>st</sup>**
- **July, August - Discussion Report due to Governor Pam by September 15<sup>th</sup>**

**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 Discussion. .

**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, and the structure of the organization. It also includes program and fundraising ideas to support the annual goals established by Kiwanis International, the District and the Club.

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

# QUARTER 1 - October , November, December

## Discussion With the Club Presidents

Due Date - January 31, 2025

Club Name:

President's Name:

Date of Review:

<b>Discussion Items - Based on The Strategic Plan</b>	✓ RED ✓ YELLOW ✓ GREEN
<b>Section 1 - LEADERSHIP AND EDUCATION</b> <ul style="list-style-type: none"><li>• Club Membership Plan completed using the Kiwanis International template</li><li>• Members aware of 2024-2025 goals for the District, Division and Club</li><li>• New Member Orientation Package specific to your club updated for 2024-2025</li><li>• Youth Protection Guidelines shared with the membership</li><li>• Annual Club Planning Conference held prior to October 1, 2024</li><li>• Training for the club's Board Members and Incoming Committee Chairs</li><li>• Attendance at Divisional Council Meeting</li><li>• Club Education Items at meetings</li><li>• Ongoing mentoring for all members new to their position for the 2024-2025 year</li></ul>	
<b>Section 2 - COMMUNITY IMPACT</b> <ul style="list-style-type: none"><li>• Service Leadership Programs</li><li>• Service Project for children or the community</li><li>• Fundraising Projects to support an identified</li><li>• Signature Project Plans to address an identified need</li></ul>	
<b>Section 3 - BRANDING AND IMAGE</b> <ul style="list-style-type: none"><li>• Club has a Marketing Committee</li><li>• Club has viable, effective Marketing Plan</li></ul>	
<b>Section 4 - FINANCIAL VIABILITY</b> <ul style="list-style-type: none"><li>• 2024-25 Budget Approved by Board in accordance with Club Bylaw 8.2</li><li>• Dues paid in full to Kiwanis International by November 30<sup>th</sup> <b>(NOTE: there is no other date)</b></li><li>• Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed</li><li>• Dues paid in full to support the Lieutenant Governor and the Division</li><li>• Club Financial Review for 2023-2024 year completed in accordance with Club Bylaw 8.3</li></ul>	
<b>Section 5 - MEMBERSHIP AND ENGAGEMENT</b> <ul style="list-style-type: none"><li>• Completed Kiwanis International Membership Plan Document</li><li>• Possibility of sponsoring a new club</li><li>• Members added in the quarter</li><li>• Members deleted in the quarter</li><li>• New members' engagement in a club committee</li></ul>	
<b>Section 5 - CLUB ADMINISTRATION</b> <ul style="list-style-type: none"><li>• Club roster accurate and up to date</li><li>• Club reports for October, November and December filed</li></ul>	

# QUARTER 2 - January, February, March

## Discussion With the Club Presidents

Due Date - April 30, 2025

Club Name:

President's Name:

Date of Review:

<b>Discussion Items - Based on The Strategic Plan</b>	✓ <b>RED</b> ✓ <b>YELLOW</b> ✓ <b>GREEN</b>
<b>Section 1 - LEADERSHIP AND EDUCATION</b> <ul style="list-style-type: none"><li>• New Member Orientation</li><li>• Interclubs – hosted or visited</li><li>• Attendance at Divisional Council Meeting</li><li>• Club Education Items at meetings</li><li>• Ongoing mentoring to the President-elect</li></ul>	
<b>Section 2 - COMMUNITY IMPACT</b> <ul style="list-style-type: none"><li>• Service Leadership Programs</li><li>• Service Project for children or the community completed in the quarter</li><li>• Fundraising Project</li><li>• Club's Signature Project entered into the Kiwanis International Contest</li></ul>	
<b>Section 3 - BRANDING AND IMAGE</b> <ul style="list-style-type: none"><li>• Effective Club Marketing Plan Activities and Events</li></ul>	
<b>Section 4 - FINANCIAL VIABILITY</b> <ul style="list-style-type: none"><li>• Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed</li></ul>	
<b>Section 5 - MEMBERSHIP AND ENGAGEMENT</b> <ul style="list-style-type: none"><li>• Club on track to meet the membership goal for the year</li><li>• Possibility of sponsoring a new club</li><li>• Members added in the quarter</li><li>• Members deleted in the quarter</li><li>• New members engagement in a committee</li></ul>	
<b>Section 6 - CLUB ADMINISTRATION</b> <ul style="list-style-type: none"><li>• Club reports for January, February and March filed</li><li>• Date set for the 2025 Annual General Meeting and Election of Club Officers</li></ul>	

## QUARTER 3 - April, May June

# Discussion With the Club Presidents

Due Date – July 31, 2025

Club Name:

President's Name:

Date of Review:

<b>Discussion Items - Based on The Strategic Plan</b>	√ RED √ YELLOW √ GREEN
<b>Section 1 - LEADERSHIP AND EDUCATION</b> <ul style="list-style-type: none"><li>• New Member Orientation</li><li>• Interclubs – hosted or visited</li><li>• Club Education Items at club meetings</li><li>• District Convention Attendance – Niagara Fall, Ontario</li><li>• Annual General Meeting held prior to May 15</li><li>• The President-elect and Vice President (if applicable) elected for 2025-26</li><li>• Club election report submitted to District Office</li><li>• Ongoing mentoring the President-elect</li></ul>	
<b>Section 2 - COMMUNITY IMPACT</b> <ul style="list-style-type: none"><li>• Service Leadership Programs</li><li>• Service Project for children or the community completed in the quarter</li><li>• Fundraising Projects</li><li>• Signature Project</li></ul>	
<b>Section 3 - BRANDING AND IMAGE</b> <ul style="list-style-type: none"><li>• Effective Club Marketing Plan Activities and Events</li></ul>	
<b>Section 4 - FINANCIAL VIABILITY</b> <ul style="list-style-type: none"><li>• Financial Report delivered to membership at the Annual General Meeting</li><li>• Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed</li></ul>	
<b>Section 5 - MEMBERSHIP AND ENGAGEMENT</b> <ul style="list-style-type: none"><li>• Status of Membership goal for the year</li><li>• Possibility of sponsoring a new club</li><li>• Members added in the quarter</li><li>• Members deleted in the quarter</li><li>• New member engagement in a club committee</li></ul>	
<b>Section 6 - CLUB ADMINISTRATION</b> <ul style="list-style-type: none"><li>• Club reports for April, May and June filed</li><li>• Club Election Report by June 1<sup>st</sup> with Kiwanis International</li></ul>	

**QUARTER 4 Club President Contact - July and August**

**Discussion With the Club Presidents**

**NOTE Due Date – SEPTEMBER 15, 2025** (to be completed in the first 2 weeks of September)

**Club Name:**

**President’s Name:**

**Date of Review:**

<p><b>Discussion Items - Based on The Strategic Plan</b></p>	<p>√ <b>RED</b> √ <b>YELLOW</b> √ <b>GREEN</b></p>
<p><b>Section 1 - LEADERSHIP AND EDUCATION</b></p> <ul style="list-style-type: none"> <li>• New Member Orientation</li> <li>• Interclubs – hosted or visited</li> <li>• Club Education Items at club meetings</li> <li>• Kiwanis International Convention Attendance – Pittsburgh, Pennsylvania</li> <li>• CLE Training Attendance – incoming President? President-elect? Secretary? Treasurer? Membership Chair?</li> <li>• Ongoing Mentoring to President-elect</li> <li>• President Designate held a successful Club Planning Conference prior to October 1, 2025 in preparation for the 2025-2026 administrative year</li> </ul>	
<p><b>Section 2 - COMMUNITY IMPACT</b></p> <ul style="list-style-type: none"> <li>• Service Leadership Programs</li> <li>• Service Project for children or the community completed in the quarter</li> <li>• Fundraising Projects</li> <li>• Success of Club’s Signature Project</li> </ul>	
<p><b>Section 3 - BRANDING AND IMAGE</b></p> <ul style="list-style-type: none"> <li>• Success of the Marketing Committee’s plan throughout the year</li> </ul>	
<p><b>Section 4 - FINANCIAL VIABILITY</b></p> <ul style="list-style-type: none"> <li>• Treasurer provided monthly Financial Reports to the Board of Directors for the months in the quarter being discussed</li> <li>• Preparation of draft club budget for 2025-2026 administrative year completed and approved in principle</li> </ul>	
<p><b>Section 5 - MEMBERSHIP AND ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Membership outcomes for the year – will the club’s goal be met by September 30th?</li> </ul>	
<p><b>Section 6 - CLUB ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Club reports for July, August filed. Will all reports be filed by September 30th?</li> <li>• Plans in place to extend year-end “thank you’s” and acknowledgements to the club members by the President</li> </ul>	

