**1st VICE DISTRICT GOVERNOR CHECKLIST**

In addition to various training that you will receive from the Multiple District and LCI, the following information offers some key items that you will be faced with during your year.

**MULTIPLE DISTRICT 12 ITEMS:**

* **April MD Training** – VDG team selects uniform colors (if not already done as 2nd VDG) – same color blazers, shirts, slacks worn for 3 year term. Might also select position you would like to serve on Council (Vice Chair, Secretary, Treasurer, etc.)
* **April MD training** – VDGs/DGEs select the Council Chair for their term as DG from the existing 5 Council of Governors.
* **August MD12 Org Meeting** - Int’l Convention Trading Pin Design – Following the August MD12 Organizational Meeting put out a call to the District 12N membership for all Artists to come up with a pin design for the following year’s Int’l Convention (pin design criteria can be found in the MD12 By-Laws or MD12 Policy Manual)
* **November MD12 Fall Rally** – Select winning Trading Pin Design from club entrants. Decide on how many pins will be ordered and who from your group will place order.

**DISTRICT 12 ITEMS:**

* **Serve as District 12N Committee Chair for Int’l Convention** – Educate clubs/provide information/Report at Cabinet Meetings
* **Serve as District 12N Committee Chair for USA/Canada Forum** – Educate clubs/provide information/Report at Cabinet Meetings
* Be a team player working with/supporting DG– also work closely with GLT/GMT/GST and Zone Chairs providing assistance wherever possible
* If DG prefers – **work out a club visitation schedule with 2nd VDG** – maybe split the District up – great opportunity to get to know the Lions in your clubs and be able to scout for potential leaders to fill your shoes. Share DGs message or whatever info they want you to cover
* Always be prepared to Induct New Members, Install Club Officers, present a Melvin Jones Fellowship Award – Ceremony information is available through LCI
* Be a resource tool for your District – you might not know the answer know where to find it or who to ask.

**TRAINING**

* Take as much training as you can – Through District Programs, Lions Learning Center Courses, Lions University Courses, Webinars, etc. – knowledge can only work to your benefit