

Training for Lt. Governor

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2016 Council of Leaders

OVERVIEW TRAINING

- Pilot International Mission Statement
- Teamwork
- Lt. Governor Responsibilities



Pilot International Mission Statement

The mission of Pilot International is: to influence positive change in communities throughout the world.

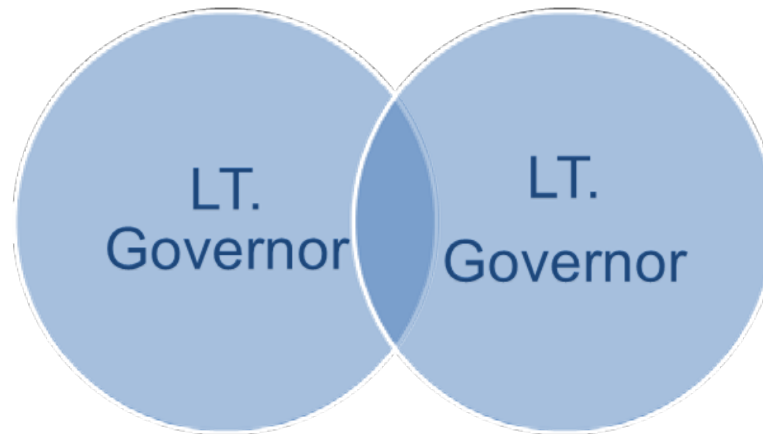
To do this, we: come together in friendship and give people an outlet for service.

We focus on:

- preparing youth and young adults for service.
- encouraging brain safety and health.
- supporting those who care for others.



Buddy System



Connect with Clubs

Read Club
Newsletters

Network at
Conventions
and
Workshops

Work
closely with
Governor
and
Governor-
elect

Be an ambassador always

1. Be dedicated to Pilot International.
2. Know the Mission.
3. Strengthen our organization through your leadership and representation as a member and a leader.
4. Always be willing to tell out story allowing others to know why you are involved and the impact Pilot makes in your life, community, and around the world.
5. Embrace change and new initiatives.
6. Remember it is important for you to be united and aligned to PI.



Lt. Governor's Duty Descriptions

Organizational Tips

Use notebook tabs to stay organized.

Keep a calendar with reminder deadlines.

Begin planning and creating immediately:

- Articles for Governor's Bulletin

- Club Visit Information

- Anchor Deadlines and Important Dates

Attend the Following Meetings

- Council of Leaders

- International Convention and Conference

- All scheduled DAC/DEC Meetings

- Convention Planning Meetings

- Fall Council and/or District Workshops

- District Convention / Anchor Convention (if applicable)



Lt. Governor's Responsibilities

Serves directly under the supervision of the Governor

Become familiar with:

- PI Bylaws

- PI Policies and Procedures

- District Standing Rules

- District Policies and Procedures

- District Manual

- District Convention Manual

- District Strategic Plan

- Robert's Rules of Order – Newly Revised



Lt. Governor's Responsibilities ... continue

Attend Council of Leaders

Assists in planning itineraries for club visits

Work with the DAC to become familiar with the duties of the Governor

Send copies of official correspondence to Governor and Governor Elect

Answer correspondence promptly

Promote attendance to conventions

Serves as a member of the District Convention Committee

Assists in preparing the district budget

Delivers the supplies, files and official material for the office of Lt. Governor to the successor in the office by August 15 (or according to district standing rules)

Performs other duties as requested by Governor

Performs other duties as required by district standing rules



Lt. Governor's Responsibilities ... continue

District Standing Rules - Policies & Procedures

Make sure the District Standing Rules and Policies & Procedures are...
In compliance with PI Bylaws and they are updated

Standing Rules = the governing documents

Policies & Procedures = the recommended course of action

Fall Council/Workshop

Conduct workshop for club officers, division workshops, etc. when asked
Become familiar with preparing a WFW
Other duties as required by district standing rules.



Lt. Governor's Responsibilities ... continue

District Convention

Member of Convention Committee

Review District Convention Manual

Encourage Convention attendance

Unless otherwise specifically set forth in your District Standing Rules and/or Policies and Procedures, you shall assist with any portion of the Convention program, or other duties assigned by the Governor.

Anchor

Anchor District? Become one!

Encourage interactive Pilots/Anchors

Assist the Anchor District Coordinator as requested

Encourage attendance at Freedom's Foundation

Assist in applying for Anchor Grant

Other duties as required by District Standing Rules



Lt. Governor's Responsibilities ... continue

Forms

Pledge to Service Checklist:

Review the information

Be prepared to review with ECR at district convention

Travel reimbursement forms – due within 30 days of travel. Travel for club visits will not be reimbursed without a copy of the Club Visit Report.

Paperwork Deadlines

Deadlines serve a purpose

Adhere to deadlines

Remind clubs, appointees & other district officers of upcoming deadlines

Go Green...\$ave...and Share Faster!

Post materials on Website - Allowing members to download

Email material as attachments will save time and money!

Burn materials to CD/Save to Flash Drive



Lt. Governor's Responsibilities ... continue

Communication

Send copies of all official correspondence to the Governor and Governor Elect

Write articles for the Governor's Bulletin as requested

Read all correspondence you receive and respond accordingly

Don't express 'personal' opinions to the clubs that are contradictory to the Standing Rules, Bylaws, and/or action voted on by convention body of Pilot International, District or Board of Directors

Only write in an email what you would say to a group

Googledocs

G-mail accounts – limit membership access

Share documents – viewing or editing rights

Easy access to documents

Great for DAC/DEC/ECR



Lt. Governor's Responsibilities ... continue

PI Communication

Portalbuzz

Website - *international district club*

Facebook - *join PI Headquarters FB Page*

Blogs - *comment on topics*

Twitter - *messaging*

Pilot Log



LT. Governor Elect Training

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