

Deputy Governor's Critical Path Check List

This form is also available in the Tool Box



April, May

- Attend District Leadership Seminar.
- Prepare District Pre-Term report.
- Attend District Pre-Term.
- Consider creating (if not already done) a Zone Executive to assist you this year. Positions may include Zone Membership Director, Awards Chair, Secretary, Treasurer, Risk Manager, Zone Coordinator, Education, etc.
- Set your priorities/goals for your year. Communicate them to the Zone in your first newsletter
- Prepare, with your executive, draft Zone budget to produce at President's Pre-Term/FLC.
- Contact your Club Presidents via letter and thank them for their support/confidence in electing you as Deputy Governor. Ask them to notify you of their new Presidents and executive once elections are held (April 1 – May 15). Get their rosters with e-mails.
- Review Outstanding Zone Award as well as Outstanding Club Award. Set a goal of achieving the Outstanding Zone Award on behalf of your zone and motivate incoming presidents to achieve the Outstanding Club Award.
- Ask club members to think about prospective members during summer months.
- Attend District Convention (May/June).
- Evaluate clubs and plan fall programs.
- List your year's activities for your own club and zone. Fill in time slots and plan your travel.
- Review delegate voting procedures, as you'll likely be running the credentials desk at district convention.
- Ensure clubs have submitted information and membership confirmation to National Headquarters.
- Prepare rough draft of reply to "Toast to Association" or "Toast to the Ladies".



June

- Prepare list of new club presidents and executive for district and other clubs in zone.
- Send letter to newly-elected club presidents; introduce yourself and congratulate them on their election.
- Contact Clubs and set dates for Installation of Officers (Must be between July 1st and October 15th).
- Ask Clubs during your contact if they would like to have conference calls. Decide regularity.
- Prepare templates of congratulatory letters for members sponsoring new Kin; letters to new Kin (invite them to Spring Zone, New Member's seminars, advise them about Maple Leaf Award of Distinction, etc.); letters for Life Memberships; and, letters to award recipients and special milestones. Send these out with your Zone Newsletters (samples and templates can be found in the toolbox).
- Prepare DG letterhead and possible DG business cards.
- Review Zone bylaws for additional responsibilities/possible amendments to be made at Spring Zone. Also note special Zone Awards.



July

- Conduct turnover meeting with previous DG and team. Ascertain:
 - Strengths of clubs
 - Clubs in trouble
 - Possible Charter locations
 - Location of all Zone Awards/regalia
 - Previous budgets and concerns
 - Key individuals in the Zone that could assist you
 - Contact info for Clubs
 - Overall concerns
 - Service levels and projects
 - Upcoming events
 - Any files/documents (electronic as well)
 - Zone Bylaws
 - Clubs owing Zone/District/National dues
 - clubs outstanding on insurance and incorporation forms

- Contact your District Membership Director about Membership seminars. Decide and schedule what seminars to host as a zone event (retention/motivation/recruitment). Set dates for these or other seminars to help motivate your Zone.
- Set date for Club Executive Seminar (must be completed before Sept. 15) Include fellowship and fun with event.



August

- Organize and Chair President's Pre-Term meeting (July/August/early September). At the same time, you may also wish to organize a Club Executive Seminar (must be done before Sept. 15) or Membership Seminar
- Arrange to have presented a membership workshop (recruitment or retention) in all clubs. Note: Seminar should be strategic to address particular club's needs.
- Complete and send Newsletter # 1 to your Clubs.
 - Kin Magazine – on line issue
 - Kin Magazine – August (on-line) issue - ads and articles deadline
 - 2011 National Convention in Regina, SK (August 24 - 27, 2011)
 - 2012 National Convention (to be determined)



September

- Advise Clubs of dates and location of Fall Leadership Conference. Arrange/notify Clubs that you will conduct a brief Zone meeting with them at Fall Leadership and ensure they attend
- Prepare Fall Leadership Report and forward to District on time (If required).
- Ensure clubs have submitted information and membership confirmation to National Headquarters (by Sept. 20 - National dues are based on this)
 - Membership Matrix Newsletter – online



October

- Invite new members to learn more about Kin by attending upcoming FLC (if possible).
- Prepare speech for club visitations.
- Start completing Official Visits to your Clubs. Complete the Deputy Governor Visitation Form.
- Conduct Zone meeting at Fall Leadership Conference. Have Clubs set their service and membership goals during meeting if not already done – discuss your goals.
- Complete and send Newsletter # 2 to your Clubs.
- Discuss with your clubs possibilities for charters next year. Have Clubs appoint a Charter Chair to investigate a charter and call Membership Services at Kin Headquarters to get you started at 1-800-742-5546
- Set Zone levy in presenting Zone budget during Zone meeting (rules vary).
- Ensure clubs have paid membership fees.
 - Insurance forms and dues billing mailed together to clubs (due at HQ by Nov. 15th).
 - Kin Canada Bursary Application form on website
 - Kin Canada Bursary package mailed to clubs and posted on web
 - Kin Magazine – print issue
 - Membership Matrix Newsletter - online



November

- Organize a New Member's Seminar. They are available on the Membership video sent out previously (2003) to every Club. You may wish to do this as part of a Club Executive Seminar. Set dates for these or other seminars to help motivate your Zone.
- Finalize plans for a Membership seminar. Perhaps incorporate the seminar and a second New Member's Seminar to attract Kin to your Spring Zone. New Members should bring along the New Member's Handbook that came in their New Member's Kit.
- Send Christmas cards to Clubs and key individuals.
 - Kin Magazine – December (on-line) issue - ads and articles deadline
 - Outstanding Insurance Reporting forms report sent from HQ to District Risk Managers, Governors and Deputy Governors
 - Receipt of Club Insurance forms (due November 15th)
 - Receipt of National dues (due November 15th)

- Auxiliary Clubs Insurance Reporting forms due November 15th
- Membership Matrix Newsletter – online



December

- Start cultivating your successor for next year.
- Encourage clubs to promote Kin Canada Bursaries in local highschoools, media, radio, etc.
 - Kin Magazine – online issue (editorial deadline)
 - Membership Matrix Newsletter – online
 - Past due reminders, sent from National, to clubs for National Dues and Annual Insurance Reporting Form



January

- Attend District Mid-Term meeting (January – February)
- It's especially important at this halfway point through the year that you review your membership and other strategies and concentrate on what's working for your Zone. Work with the Clubs and re-evaluate your goals.
- Ask Clubs to submit to you 30 days before Spring Zone, agenda items they would like added to the Spring Zone agenda. Ask them if they have any Awards they would like you to present at Spring Zone (Maple Leaf Award of Distinction, Founder's, etc.)
- Start preparing your Spring Zone agenda – review last year's and ensure unfinished business is addressed.
- Start preparing for educational workshops/seminars, guest speakers at your Spring Zone.
- Encourage clubs to take part in the Kin Canada Bursaries Program by accepting application from local students (students have until Feb. 1st to apply to clubs).
- Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair.
- Review voting procedures for your zone.
- Appoint judges for zone awards (i.e. public speaking, etc.).
- Organize and Chair President's Mid-Term meeting (January/February)
 - Kin Magazine – February Commemorative (print) issue - ads and articles deadline
 - Membership Matrix Newsletter – online
 - Deadline for receipt of resolutions requiring 6 months circulation to Executive Director (January 21)
 - First Notice to clubs that haven't submitted their national dues or Annual Insurance Reporting Form



February

- Send Spring Zone proposed agenda and budget for the zone meeting to district (see District house rules for timelines).
- Prior to the zone conference, forward an official call to the zone conference together with a copy of the agenda to each club in the zone (20 days before Spring Zone). Include seminars and workshops being conducted.
- Encourage clubs to accept Kin Canada Bursaries application from local students.
- Complete and send Newsletter # 3 to your Clubs.
- Chair Spring Zone Meeting (between mid-February – mid April).
- Invite new members to Spring Zone.
- Acquire all proxies from Clubs (bring them with you), regardless if club plans to attend District or National (proxied votes can be retrieved at convention if in attendance).
- Encourage clubs to be involved with the Kin Canada Bursaries Program by reviewing bursary applications received from local students; select one for endorsement and send to National Headquarters by March 1st. (clubs that receive 20 or more applications may endorse two for submission to National)
- Attend Founder's Night celebrations as invited.
 - Kin Magazine – Commemorative print issue
 - Membership Matrix Newsletter – online
 - National Media Release re: Founder's Day (Feb. 20)
 - Founders Week (February 19-25, 2012)
 - Second Notices to clubs that haven't paid their National Dues or submitted their Annual Insurance Reporting Form
 - Deadline for suggested changes to National Awards Program – February 28



March

- Stimulate clubs to apply for district and national awards.
- Following zone conference, forward a copy of the minutes to district and to each club in the zone (*see District House rules for timing*).
- Promote Outstanding Club Awards.
- Consider running for vice-governor.

- Membership Matrix Newsletter – online
- Deadline (March 1st) for clubs to submit endorsed Bursary application form to HQ. Clubs that receive 20 or more applications may submit 2 endorsed applicants for consideration
- Kin Magazine – April (on-line) issue - ads and articles deadline
- National will send final notices to clubs that haven't paid their National Dues or submitted their Annual Insurance Form
- Diane Rogers Kin Pride Award posted on website - March 1



April

- Remember April is Membership Month – Recruit!!
- Complete and send Newsletter # 4 to your Clubs.
 - Kin Magazine – online issue
 - Membership Matrix Newsletter – online
 - National Media Release re: Membership Month (April)
 - National Club mailing with Kin-nections Newsletter, Rosters, Annual Club Reporting Form (due June 15)
 - District Leadership Seminars for incoming District teams (various dates)
 - Deadline (April 15) to submit Diane Rogers Kin Pride Award



May

- Attend District Convention (May/June).
- Acquire all missing proxies from Clubs (bring them with you), regardless if club plans to attend National (proxied votes can be retrieved at convention if in attendance).
- Make sure new members are invited to District Convention. Also, inform them about National Convention and make sure that they know that “First Timers” to convention are treated very special.
- Congratulate your clubs for a job well done in reaching your membership goals for this year! Also, thank the membership team that you put into place last summer for their help and encouragement throughout the year.
 - Kin Magazine – June (print) issue - ads and articles deadline
 - Membership Matrix Newsletter – online
 - Kin Canada Bursary recipients chosen
 - sponsoring clubs of national bursary recipients notified
 - Kin/CF Day – first Saturday in May
 - Great Strides walk for CF – last Sunday in May



June

- Ask clubs to notify incoming zone leader when installations are to be held.

- Encourage and assist clubs to complete their Annual Club Reporting Form (service \$ raised) and submit to National (June 15).
 - Kin Magazine – print issue
 - Membership Matrix Newsletter – online
 - National Media Release announcing Kin Canada Bursary recipients
 - Kin Canada Bursary recipients and sponsoring clubs (successful/unsuccessful) notified
 - Deadline for submission of Outstanding Club Award – June 30
 - Deadline for submission of district award entries & winners list for National – June 30
 - Deadline for early registration of National Convention – June 30



July

- Encourage clubs to submit National Proxy forms to Kin HQ by July 1 – fax 519-650-1091
- Hold turnover meeting with new Deputy Governor and present them with all your files.
- Deadline for submission of Outstanding Zone Award to Nat'l HQ – July 15.